DOCUMENT RESUME

ED 440 522 EF 005 688

TITLE	Guidebook to the School Facility Program.
INSTITUTION	California State Dept. of General Services, Sacramento. Office of Public School Construction.
PUB DATE	2000-02-00
NOTE	81p.; Prepared on behalf of the State Allocation Board.
AVAILABLE FROM	State Allocation Board, 1130 K Street, 4th Floor, Sacramento, CA 95814. Tel: 916-445-3160; Fax: 916-445-5526. For full text: http://www.opsc.dgs.ca.gov.
PUB TYPE	Guides - Non-Classroom (055)
EDRS PRICE	MF01/PC04 Plus Postage.
DESCRIPTORS	*Educational Finance; Elementary Secondary Education; *Grants; *Guidelines; *Public Schools; *State Aid; *State Programs; State School District Relationship

ABSTRACT

This guidebook assists California school districts in applying for and obtaining "grant" funds for new construction and modernization projects of its public schools under the provisions of the Leroy F. Greene School Facilities Act of 1998. It provides direction on accessing the processes leading to project approvals, insight into the various features of the School Facilities Program (SFP), and suggestions on how to make the funding system as efficient as possible. An overview of the SFP is provided followed by chapters addressing specific points of the SFP such as project development activities, the application for eligibility, new construction funding, facility hardship grants, and additional SFP requirements and features. Appendices provide state agency contact information; information on potential state agency involvement, state facility program required forms, and services matrix; and a summary of bond allocations and deferred maintenance allocations. (GR)

Reproductions supplied by EDRS are the best that can be made
from the original document.

ED 440 522

State of California
State and Consumer Services Agency
Department of General Services

Gray Davis, Governor
Aileen Adams, Secretary
Clifford Allenby, Director
Karen McGagin, Deputy Director

Guidebook to the

School Facility Program

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)
X This document has been reproduced as received from the person or organization originating it.
☐ Minor changes have been made to improve reproduction quality.
• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

Prepared by the

Office of Public School Construction

on behalf of the

State Allocation Board

1130 K Street, 4th Floor
Sacramento, CA 95814
Phone: 916.445.3160
FAX: 916.445.5526
Web: www.opsc.dgs.ca.gov

PERMISSION TO REPRODUCE AND DISSEMINATE THIS MATERIAL HAS BEEN GRANTED BY
Luisa Park
TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)
1

February 2000

EF005 688

BEST COPY AVAILABLE

TABLE OF CONTENTS

Chapter 1 - School Facility Overview
Introduction 1-1
Funding for the School Facility Program 1-2
Implementation of the School Facility Program 1-2
Chapter 2 - The State Allocation Board, OPSC and Other Involved Agencies
State Allocation Board 2-1
Members 2-1
SAB Implementation Committee 2-2
Office of Public School Construction 2-2
OPSC Responsibilities 2-3
Management of OPSC 2-3
Other Agencies Involved 2-3
Department of General Services, Division of State Architect 2-4
California Department of Education, School Facilities Planning Division 2-4
Department of Toxic Substance Control 2-4
Chapter 3 - Project Development Activities
Introduction 3-1
Selecting Professional Services 3-1
The Competitive Selection Process 3-2
Compliance 3-2
Project Responsibilities 3-2
Cost Containment 3-3
Joint Use Projects 3-3
Reusable Plans 3-3
Project Financing 3-4
Site Selection 3-4
Identifying a Site 3-5
Site Approval 3-5
Chapter 4 - Application for Eligibility
Introduction 4-1
New Construction Eligibility 4-2

Eligibility Process 4-2
Step One - Enrollment Projections 4-2
Step Two - Existing School Building Capacity 4-3
Step Three - Determining Eligibility 4-5
Eligibility Application Approval 4-5
Modernization Eligibility 4-6
Application Process 4-6
Eligibility Application Approval 4-7
Chapter 5 - New Construction Funding
Introduction 5-1
Available New Construction Funding 5-2
New Construction Project Grant 5-2
Separate Design 5-2
Separate Site 5-2
Funding Process 5-3
Preparing an Application 5-3
Application for Funding 5-4
Appraisal, Escrow Closing Statement, CDE Site Approval 5-4
DSA Approved Plans and Specifications 5-5
Cost Estimate for Site Development 5-5
District Certifications 5-5
CDE Approval of Plans 5-5
New Construction Grant Amounts 5-6
New Construction Basic Grant 5-6
New Construction Basic Grant Calculations 5-7
Supplemental Grants 5-8
Special Education 5-8
Multilevel Construction 5-8
Site Acquisition 5-8
Site Development 5-10
Geographic Location 5-10
Small Size Projects 5-11

New School Projects 5-11
Urban Locations, Impacted Sites, Security Requirements 5-11
Use of Grants 5-12
Grants that Exceed Capacity of Project 5-12
Use Grant Eligibility for Another Grade Level 5-12
District Project Contribution 5-13
Unable to Meet Contribution 5-13
SAB Approval Process 5-14
Chapter 6- Modernization Funding
Introduction 6-1
Available Modernization Funding 6-1
Modernization Project Grant 6-1
Separate Design 6-2
Funding Process 6-2
Preparing An Application 6-3
DSA Approved Plans and Specs 6-3
CDE Plan Approval Letter 6-3
District Certifications 6-3
Modernization Grant Amounts 6-4
Modernization Basic Grant 6-4
Supplemental Grants 6-5
Special Education 6-5
Geographic Location 6-5
Small Size Projects 6-5
Urban Location, Impacted Sites, Security Requirements 6-5
Handicap Access Fire Code Compliance 6-6
Elevators 6-6
District Project Contribution 6-6
Unable to Meet Contribution 6-7
SAB Approval Process 6-7
Chapter 7 - Financial Hardship
Introduction 7-1

Qualifying for Financial Hardship Assistance 7-2
Step One - Developer Fee Info 7-2
Step Two - Evidence of Reasonable Effort to Fund Matching Share . 7-3
Step Three - Financial Review 7-4
Approval of Financial Hardship Assistance 7-6
Chapter 8 - Facility Hardship Grant
Introduction 8-1
Eligibility for Facility Hardship Grants 8-1
Request for Replacement Facilities 8-2
Application and Approval Process 8-3
Interim Housing 8-3
Chapter 9 - Additional SFP Requirements and Features
Introduction 9-1
General Information 9-1
Class B Index 9-1
SAB Appeal Process 9-1
Fund Release 9-2
Project Savings 9-2
Savings for Non-Financial Hardship 9-3
Savings for Financial Hardship 9-3
Restricted Maintenance Account 9-3
Funding the Restricted Maintenance Account 9-3
Funding Priorities New Construction Projects 9-4
Class Size Reduction 9-5
Chapter 10 - Program Accountability
Introduction 10-1
Expenditure Report 10-1
Preparing the Expenditure Report 10-1
Expenditure Audit 10-2
Audit Components 10-2
Ineligible Expenditures 10-2
Eligible Expenditures 10-3
Progress Report and Audit 10-3
Progress Audit 10-3

APPENDICES

Appendix -1 ..... State Agency Contact Information 1-1

Appendix - 2 ..... Potential State Agency Involvement

Introduction 2-1

Appendix - 3 ..... State Facility Program Required Forms

Enrollment Certification Projection, SAB 50-01 3-1

Existing School Building Capacity, SAB 50-02 3-2

Eligibility Determination, SAB 50-03 3-3

Application for Funding, SAB 50-04 3-4

Fund Release Authorization, SAB 50-05 3-5

Expenditure Report, SAB 50-06 3-6

Appendix - 4 ..... Services Matrix 4-1

Appendix - 5 ..... Summary of Bond Allocations

and Deferred Maintenance Allocations 5-1

CHAPTER 1
SCHOOL FACILITY PROGRAM OVERVIEW

- Introduction
- Funding for the School Facility Program
- Implementation of School Facility Program

Introduction

This guidebook was developed by the Office of Public School Construction (OPSC) to assist school districts in applying for and obtaining "grant" funds for the new construction and modernization of schools under the provisions of the Leroy F. Greene School Facilities Act of 1998. It is intended to be a simplified guide for school districts, the legislature, parents, architects, and other interested parties by providing an overview of how a district or county superintendent of schools becomes eligible and applies for State funding. It provides direction on accessing the processes leading to project approvals, insight to the various features of the School Facility Program (SFP), and includes suggestions on how to make the funding system as efficient as possible. However, it is not meant to be a step-by-step discussion of every conceivable application process or project type. For complete, project specific information, be sure to review the SFP Regulations and contact your OPSC project manager.

The SFP provides a funding source in the form of grants for school districts to acquire school sites, construct new school facilities, or modernize existing school facilities. The two funding programs available are "new construction" and "modernization".[1] The new construction grant provides funding on a 50/50 State and local match basis. The modernization grant provides funding on a 80/20 basis. Districts that are unable to provide some or all of the local match requirement and are able to meet the financial hardship provisions may be eligible for additional State funding (see *Chapter 7, Financial Hardship*).

The SFP is a significant change over previous State facilities programs. The State funding is provided in the form of per pupil grants, with supplemental grants for site development, site acquisition, and other project specific costs when warranted. This process makes the calculation of the State participation quicker and less complicated. In most cases, projects can be reviewed, the appropriate grants calculated, and State Allocation Board (SAB) approval received in ninety days or less regardless of project size.

In addition to a less complicated application process, the SFP provides greater independence and flexibility to the school district to determine the scope of the new construction or modernization project. There is considerably less project oversight by State agencies than in previous State programs. In return, the program requires the school district to accept more responsibility for the outcome of the project, while

allowing the district to receive the rewards of a well managed project. All state grants are considered to be the full and final apportionment by the SAB. Cost overruns, legal disputes, and other unanticipated costs are the responsibility of the district. On the other hand, all savings resulting from the district's efficient management of the project accrue to the district alone. Interest earned on the funds, both State and local, also belongs to the district. Savings and interest may be used by the district for any other capital outlay project in the district. See *Chapter 9, Additional SFP Requirements and Features* for more information on project savings.

Funding for the School Facility Program

On November 3, 1998, California voters passed Proposition 1A, a $9.2 billion school bond initiative, the largest of its kind passed in our nation's history. Proposition 1A's general obligation bonds provides $6.7 billion to public K-12 schools and $2.5 billion to public colleges and universities for construction of new facilities and the repair of existing schools. Bond proceeds for K-12 school use are available in two cycles beginning in November 1998 and July 2000. See chart below:

November 1998
School Bond Fund Breakout

Funds Available as of November 4, 1998	
New Construction*	$1,350,000,000
Modernization*	800,000,000
Hardship**	500,000,000
Class Size Reduction**	700,000,000
Subtotal	$3,350,000,000
Additional Funds Available July 1, 2000	
New Construction*	$1,550,000,000
Modernization*	1,300,000,000
Hardship**	500,000,000
Subtotal	$3,350,000,00
Grand Total	**$6,700,000,000**

* Not less than

** Not more than

Helpful Hint:
A listing of school districts who have received funding is available on the OPSC Web site at www.opsc.dgs.ca.gov.

Implementation of the School Facility Program

Senate Bill 50 (Greene) was chaptered into law on August 27, 1998, establishing the SFP. The legislation required that regulations be approved and in place for accepting and processing applications as soon as Proposition 1A was approved by the voters. To meet this deadline, the SAB called on the OPSC and

the SAB Implementation Committee to draft the required regulations and procedures for SAB approval. Through a process that included more than fifteen day-long public meetings and discussions, the regulations were developed, approved by the SAB and filed with the Office of Administrative Law. The regulations, in emergency form, became administrative law on December 4, 1998 and the first new construction applications for nearly $450 million were approved by the SAB on December 16, 1998. Information on each category of funding can be found in the following chapters:

SFP COMPONENTS	CHAPTER
New Construction	5
Modernization	6
Hardship	7
Class Size Reduction	9

Reference:

[1]Education Code Sections 17072.10 and 17074.10 establishes the new construction grant and modernization grant respectively.

CHAPTER 2
THE STATE ALLOCATION BOARD, OPSC, AND OTHER INVOLVED AGENCIES

- State Allocation Board
  - Members
  - SAB Implementation Committee
- OPSC
  - Responsibilities
  - Mgt. of OPSC
- Other Agencies Involved
  - DGS Division of State Architect
  - CDE School Facilities Planning Division
  - Dept. of Toxic Substance Control

State Allocation Board

Created in 1947 by the State legislature, the State Allocation Board (SAB) is responsible for determining the allocation of State resources including proceeds from General Obligation Bond Issues and other designated State funds used for the new construction and modernization of local public school facilities. The SAB is also charged with the responsibility for the administration of the State Relocatable Classroom Program, the Deferred Maintenance Program, and many other facilities related programs.

The SAB meets monthly at the State Capitol. At each meeting the SAB reviews and approves applications for eligibility and funding, acts on appeals, and adopts policies and regulations as they pertain to the programs that the SAB administers.

Members

The SAB is comprised of seven members:

- The Director of the Department of Finance or *designee (Traditional SAB Chair)*
- The Director of the Department of General Services or *designee*
- The Superintendent of Public Instruction or *designee*
- Two State Senators; appointed by the Senate Rules Committee
- Two State Assembly Members; appointed by the Speaker of the Assembly

The current SAB members are:

Director of the Department of Finance ..... B. Timothy Gage
(Represented by Annette Porini)

Interim Director of the Department of General Services .. Clifford Allenby
(Represented by Karen McGagin)

Superintendent of Public Instruction ..... Delaine Eastin
(Represented by Duwayne Brooks)

Senator ..... Dede Alpert
Senator ..... Jack O'Connell
Assembly Member ..... Marco Firebaugh
Assembly Member ..... Scott Wildman

Interim Executive Officer ..... Luisa M. Park
Assistant Executive Officer ..... Bruce B. Hancock

SAB Implementation Committee

The SAB Implementation Committee is an informal advisory body established by the SAB to assist the SAB and the OPSC with policy and legislation implementation. The committee membership is comprised of organizations representing the school facilities community. The SAB Assistant Executive Officer is the chair of this committee. The committee meets approximately once a month depending upon the workload. Committee membership as well as the time and location of future meetings can be found on the OPSC Web site at www.opsc.dgs.ca.gov.

Office of Public School Construction

The OPSC serves the 1000 plus K-12 California public school districts. As staff to the SAB, the OPSC is responsible for managing State funding for eligible new construction and modernization projects to provide safe and adequate facilities for California public school children. The OPSC is also responsible for the management of these funds and expenditures made with them. It is also incumbent on the OPSC to prepare regulations, policies, and procedures for approval by the SAB that carry out the mandates of the law.

OPSC mission

"As Staff to the State Allocation Board, the Office of Public School Construction facilitates the processing of school applications and makes funding available to qualifying school districts. These actions enable school districts to build safe and adequate school facilities for their children in an expeditious and cost-effective manner."

BEST COPY AVAILABLE

OPSC Responsibilities

The OPSC is charged with the responsibility of verifying that all applicant school districts meet specific criteria based on the type of eligibility or funding which is being requested and to work with school districts to assist them throughout the application process. The OPSC ensures that funds are allocated properly and in accordance with the law and decisions made by the SAB. Since 1988, the OPSC has processed over 14 billion dollars (See appendix 5) in application requests to the SAB. This amount does not include the matching local share on many of the projects. The programs, funding, and approvals over that period are shown in *Appendix 5, Summary of Bonds Allocations and Deferred Maintenance Allocations*

The OPSC prepares agendas for the SAB meetings. These agendas keep the SAB members, districts, staff, and other interested parties apprised of all actions taken by the SAB. The agenda serves as the underlying source document used by the State Controller's Office for the appropriate release of funds. The agenda further provides a "historical record" of all SAB decisions, and is used by school districts, facilities planners, architects, consultants, and others wishing to track the progress of specific projects, the availability of funds, and SAB regulations.

Management of Office of Public School Construction

The Directory of Services provides information regarding project manager county assignments, including telephone numbers, and other contact information.

The OPSC is directed by an Executive Officer who is appointed by the Governor. The appointee also serves as the Executive Officer to the SAB. ADeputy Executive Officer is selected by the Executive Officer subject to the approval of the Director of General Services. The Deputy oversees the daily operation of the office and serves as the Deputy Executive Officer for the SAB. AnAssistant Executive Officer is appointed by the SAB. Although not technically a member of the OPSC management, the Assistant Executive Officer works directly with the OPSC management team and acts as liaison between the SAB and the OPSC.

Other Agencies Involved

School districts planning to construct or modernize existing schools require the assistance of several local, State, and federal agencies. It is essential that those dealing with the school construction process have an understanding of the role each agency plays. The three primary State agencies that will be referred to in this guidebook, in addition to the SAB and the OPSC, are the Division of the State Architect (DSA), the California Department of Education's (CDE) School Facilities Planning Division (SFPD), and the Department of Toxic Substance Control (DTSC). District representatives may also come into contact with many other agencies. A listing of some of the agencies that might be involved in a school project, and their role is provided in *Appendix 2, Potential State Agency Involvement.*

The agency information provided in this Chapter is meant as a tool for school district representatives to become familiar with the primary of State agencies involved in the

school construction process. The OPSC encourages district representatives to contact each agency to obtain more information about their procedures and processes. To contact the agencies listed below, please see *Appendix 1, State Agencies Contact Information.*

Department of General Services, Division of the State Architect

The primary role of the DSA in the school construction process is to review plans and specifications to ensure that they comply with California's building codes with an emphasis on structural and seismic safety. The review commences when the school district's architect submits working drawing to the DSA. The DSA reviews the working drawings to assure that the proposed structures meet codes and requirements for structure (seismic), fire and life safety, and access compliance.

California Department of Education, School Facilities Planning Division

The role of the SFPD is to review and approve school district sites and construction plans. The SFPD review begins when a school district plans to acquire a new school construction site. Prior to approving a site for school purposes, the SFPD reviews many factors, including but not limited to, environmental hazards, proximity to airports, freeways, and power transmission lines. The review of construction plans by the SFPD focuses mainly on the educational adequacy of the proposed facility and whether the needs of faculty and students will be met. See *Chapter 3, Project Development Activities*

Department of Toxic Substance Control

The role of the DTSC in the school construction process begins with the SFPD's site approval process. DTSC will assist the district with an assessment of any possible contamination, and, if necessary with the development and implementation of a mitigation plan.

CHAPTER 3
PROJECT DEVELOPMENT ACTIVITIES

- Introduction
- Selecting Professional Services
  - The Competitive Selection Process
  - Compliance
- Project Responsibilities
- Cost Containment
- Joint Use
- Reusable Plans
- Project Financing
- Site Selection
  - Identifying a Site
  - Site Approval

Introduction

The School Facility Program (SFP) funds projects that are essentially through the design phase and are ready to begin construction. Applications for funding require plans approved by the Division of the State Architect (DSA) and site locations approved by the California Department of Education (CDE). Applications for new construction also require CDE approval of the project site. In most cases, a great deal of time, money, and effort has already been expended before the project ever reaches the Office of Public School Construction (OPSC). The tasks involved in this Chapter are not a part of the SFP and are not under the jurisdiction of the State Allocation Board (SAB). However, it is important that the district representative is aware of the options and requirements that may affect the district's project.

One of the first steps a district should consider in the school construction process is establishing eligibility for SFP funding on either a district-wide or high school attendance area basis. This will provide the district with the information needed to determine the possibility of State funding assistance, the types of facilities they may need, and the appropriate project site size prior to selection. See *Chapter 4, Application for Eligibility* for more information establishing eligibility.

Selecting Professional Services

The SFP grants include funding for many professional services related to the development of the school project. Some of the most obvious and commonly used services are provided by architects, civil and structural engineers, and construction managers. Under law, these professional services are different than the services provided by general contractors, painters, site grading subcontractors, and similar construction related work. Unlike construction contracts, professional service contracts are obtained through a qualifications based selection process rather than a competitive bid process.

Because the design professional or other service provider will be engaged long before the application for project funding is submitted to the OPSC, it is critical district representatives are aware that professional services used on projects funded through the SFP must be obtained by a competitive selection process. Failure to do so can jeopardize the project funding.

The Competitive Selection Process

The SFP requires that applicant school districts certify that contracts for the services of any architect, structural engineer, or other design professional that were entered into after November 4, 1998 for work on the project were obtained through a competitive process. The term competitive does not mean that the selection has been bid, but rather a formal qualifications based selection process has occurred that lead to the professional services contract[1].

Neither the SAB nor the OPSC is qualified to interpret the Government Code requirements pertaining to the selection of professional services. The district is advised to seek legal counsel assistance to ensure that the process used fully complies with this requirement as well as other legal requirements such as Disabled Veterans Business Enterprise requirements, and the Public Contract Codes.

Eventually, the district will be required to certify that professional design services on the project were selected using a competitive process. This certification is made on the *Application for Funding* (SAB Form 50-04).

Compliance

The competitive selection requirement applies to a new construction or modernization project if:

- it is funded under the SFP, and
- professional services of an architect, structural engineer, or other design professional were used to complete the work in the project, and
- contracts for those services were signed on or after November 4, 1998.

Compliance with this requirement is very important. The law specifically mandates that the SAB shall not apportion funds to a district unless the competitive process for professional services has been used. If, during an audit at the project completion, it is determined that the competitive process was not used, the entire project grant could be found to have been made illegally.

School districts who are unfamiliar with the process of hiring an architect should be aware that the American Institute of Architects (AIA) California Council has sample contracts available to assist districts. For more information, please contact the AIA at (916) 448-9082.

Project Responsibilities

During the planning, design, and construction of a school facilities project, many individuals and firms come together to contribute to the project in specific ways. Unless responsibility is assigned by law, the decision about who should perform a given task generally rests with the school district as owner. Frequently, however, the school district may not be aware of the difference between the types of responsibilities, or even of the need to assign

responsibilities and tasks related to the project. This lack of clarity may lead to a situation where a task is assigned to more than one individual or firm, creating a duplication of effort which can be wasteful and counterproductive.

As a result of this situation, a small working group was formed by the Joint Committee on School Facilities to address the issue. The Services Matrix is the result of the group's discussions (see *Appendix 4, Services Matrix*). District representatives may wish to consult the matrix to determine all of the responsibilities to be assigned on a project and to avoid duplication of effort.

Cost Containment

Helpful Hint: ***The SAB publication on Cost Containment is available on the OPSC Web site.***

The SFP requires the SAB to develop cost containment guidelines to assist school districts in reducing project construction costs. The guidelines are a compilation of hundreds of ideas introduced and discussed at a series of statewide meetings. The input into these guidelines comes from various sources, such as school district representatives, State agencies, architects, building industry representatives, construction managers, and consultants. The guidelines provide districts with ideas and new methods to contain and reduce costs and to maximize the return on expenditures. Along with cost containment guidelines, other incentives within the program, such as the retention of savings exist to promote cost efficiency in design and construction of school construction projects. (See *Chapter 9, Additional SFP Requirements and Features* for more information on project savings.)

Joint Use Projects

The language in the law which creates the SFP requires that the applicant school district consider the joint use of core facilities. The SAB's Cost Containment Guidebook contains a number of suggestions as to how a district might investigate such joint use possibilities. Grants received under the new construction program may be used to fund school facilities related joint use projects. Typical joint use projects include multipurpose rooms, libraries, parks, or any other type of facility that can be used by both the district and the community.

Reusable Plans

The SFP requires the SAB to develop recommendations regarding the use of cost-effective, efficient, and reusable facility plans. Many districts have found that reusing some part or all of a school plan previously constructed in the district or in another district can lead to efficiencies in both the time required to prepare construction plans and the cost of constructing the facility. Such plan reuse is not always feasible, and, even when possible, may require considerable redesign work for the new site; however, in many circumstances the advantages can be significant.

To assist districts with exploring the feasibility of plan reuse for their new construction project, the SAB and the OPSC have developed an Internet-based "catalog" of

plans that can be searched and browsed by anyone. The link on the OPSC Web site contains floor plans, renderings, and vital statistics for a large number of projects ranging from complete schools to single classrooms and support buildings. Districts are encouraged to download information on any of the projects on the OPSC Web site without charge. Districts may then contact the architects responsible for the original projects to pursue adaptation of the facilities to their individual needs. Arrangements for use of the plans are made by the district with the design professional. Of course, all plans on the OPSC Web site are copyrighted by the designers or firms that submitted them. The SAB and OPSC do not participate in anyway except as a clearinghouse for plans of school facilities.

Project Financing

A school district has several different options available in order for them to meet their 50 percent funding requirement for new construction and 20 percent funding share requirement for modernization projects. Some financing mechanisms the district may consider are:

- General obligation bond funds
- Mello-Roos
- Developer fees
- Proceeds from the sale of surplus property
- Federal grants

Once a district has received a SFP apportionment and is ready for funds to be released on a project they will need to certify on the *Fund Release Authorization* (Form SAB 50-05) that their contribution to the project has already been expended, is on deposit, or will be deposited prior to the notice of completion for the project. (See Chapter 9, *Additional SFP Requirements and Features* for more information on the fund release process.)

Site Selection

The SFP provides that in addition to the basic grant for a new construction project, the district may also receive up to 50 percent of the cost of site acquisition (see *Chapter 5, New Construction Funding* or *Chapter 7, Financial Hardship).* Prior to applying for site acquisition funding, the district must have completed the process of identifying the site and must have approval of the site by the CDE. The identification and approval process falls under the jurisdiction and responsibility of agencies other than the SAB and the OPSC, and is therefore outside the scope of this guidebook. However, because the processes required can be a major factor in a timely application submittal for project funding, district representatives should be aware of some of the basic requirements for site selection, which are as follows:

Identifying a Site

Selecting a site for a new construction project to be funded under the SFP is primarily a local process. The SAB has guidelines and regulations relating only to the funding limits related to site acquisition[3] The CDE is given the authority in law to develop standards for school site acquisition related to the educational merit and the health and safety issues of the site. The CDE uses these standards to review a site and to determine if the site is an appropriate location for a school facility. The CDE approval is a requirement before the application for funding can be submitted to the OPSC and subsequently to the SAB for funding.

Site Approval

There are many components that make up the review and approval of a proposed school site. The CDE publication, *School Site Selection and Approval Guide* addresses these components much more completely than this guidebook can. Therefore, the district representative considering an application for a site under the SFP should consult the CDE or their publications.

References:

[1]Chapter 10, commencing with Section 4525, of Division 5 of Title 1 of the Government Code.
[2]CEQA and Planning per Public Resources Code Section 21151.2.
[3]SFP Regulation Sections 1859.74 through 1859.76

CHAPTER 4
APPLICATION FOR ELIGIBILITY

- Introduction
- New Construction Eligibility
  - Eligibility Process
  - Enrollment Projections
  - Existing School Building Capacity
  - Determining Eligibility
  - Eligibility Application Approval
- Modernization Eligibility
  - Application Process
  - Eligibility Application Approval

Introduction

The School Facility Program (SFP) provides State assistance for two major facilities construction programs: new construction and modernization. The process for accessing the State assistance for these programs is divided into two steps: an application for eligibility and an application for funding. Applications for eligibility are approved by the State Allocation Board (SAB) and this approval establishes that a school district or county office of education meets the criteria under law to receive assistance for modernization or new construction. Eligibility applications do not result in any State funding. In order to receive the funding for an eligible project, the district representative must file a funding application with the Office of Public School Construction (OPSC) for approval by the SAB. (See Chapter 5, *New Construction Funding* and Chapter 6, *Modernization Funding* for information on submitting applications for funding).

Applications for eligibility may be filed in advance of an application for funding, or the eligibility and funding requests may be filed concurrently at the preference of the district. In either case, an application for eligibility is the first step toward eventual funding assistance through the SFP. The district must file an application for eligibility either before or with the first district application for new construction funding. For new construction eligibility, this process must be done only once. Thereafter, the district need only update the eligibility information if additional new construction applications are submitted.

Helpful Hint
"Applications for eligibility may be filed in advance of applications for funding."

After the application for eligibility is reviewed by the OPSC, it is presented to the SAB for approval. The SAB action establishes that the district has met the criteria set forth in law and regulation to receive State funding assistance for the construction of new facilities or the modernization of existing facilities. Throughout this Chapter, references to the district also include a county office of education unless otherwise noted.

The discussions in this Chapter are intended to describe the basic processes a district will encounter and use. Not every situation possible can be dealt with in this brief overview. When preparing an application, the district representative should always contact the OPSC project manager to be sure that the district's approach is correct and will result in the most eligibility for State assistance possible.

New Construction Eligibility

The underlying concept behind eligibility for new construction is very straightforward: a district must demonstrate that existing seating capacity is insufficient to house the pupils existing and anticipated in the district using a five-year projection of enrollment. Districts may file on a district-wide basis, or under certain circumstances, file using a high school attendance area. The choice of which to use rests with the district and generally is dictated by district demographics. For most districts, the district-wide calculation is the most beneficial, however certain large districts may wish to use the high school attendance area basis for filing to maximize eligibility.

Eligibility Process

The SAB has adopted three forms to assist districts in collecting the information needed to establish eligibility. The following outlines the three-step process a district uses to establishing new construction eligibility:

PROCESS FOR ESTABLISHING NEW CONSTRUCTION ELIGIBILITY		
STEP	**DOCUMENTATION**	**PURPOSE**
1	Enrollment Certification Projection (Form SAB 50-01)	Used to collect information about the district's current and historical enrollment and to project that data five years into the future.
2	Existing School Building Capacity (Form SAB 50-02)	Used to record all of the teaching stations in the district that are adequate to house students.
3	Eligibility Determination (Form SAB 50-03)	Used to compare the information from the first two forms and to determine if the district is eligible for new construction grants.

The forms referred to in the chart can be downloaded from the OPSC Web site at www.opsc.dgs.ca.gov in a format that allows them to be printed as blank forms or completed on the computer and printed for submission to OPSC. A replica of the forms can be viewed in Appendix 3, *SFP Required Forms.*

Step One - Enrollment Projections

It may take several years to take a new construction project from the initial determination of need to final completion of construction and occupancy. Because of this, the SFP provides a *projection* of enrollment five years into the future to determine eligibility for funding. The *Enrollment Certification/Projection* (Form SAB 50-01) is used to make this projection. This form assists the district with determining future needs, planning, arranging State and local funding, and constructing the project before the children to be served arrive. The method of projecting enrollment into the future involves using current and historical California Basic Education Data System (CBEDS) enrollment

BEST COPY AVAILABLE

data. The data collected is then projected into the future for five years using a method known as a cohort survival projection. A district can obtain CBEDS data from the California Department of Education (CDE).

Once the district enters the needed current and historical data, the projections are done automatically on the form. In addition to the five-year projection used in the SFP, the form will also produce a one year projection for the State Relocatable Program. To learn more about this SAB program, contact the OPSC Web site.

Supplemental Enrollment Figures

A school district may supplement the current and historical enrollment figures by the pupils that will occupy dwelling units included in approved subdivision maps or valid tentative subdivision maps for developments to be located in the district or high school attendance area. The enrollment projection form factors these additional students into the enrollment projection. If the district requests this supplement, the district representative will need the following:

- Approval dates of the maps by the city or county planning commission.
- The number of units to be built in the subdivision.
- A yield factor from the various types of housing in the subdivision. As an alternative, the district may accept a statewide average yield factor for calculation purposes. This factor is specified in the instructions for the Form SAB 50-01.

A supplement to the enrollment projection for proposed housing units is not available for county superintendent applications.

Small school districts with current enrollment of less than 300 should be aware that they have an option on reporting their enrollment differently, if it has decreased by more than 50 percent from the previous year enrollment. (For more information on using this option please refer to the Form SAB 50-01, Part A.)

Step Two - Existing School Building Capacity

The second part in determining the district's eligibility for new construction assistance is to document the capacity of the school district at the time the first application for eligibility is filed under the SFP. This capacity calculation is done only once. However, future updates will be required when new funding applications are submitted. Districts may file information on capacity on a district-wide basis or using a high school attendance area.

The Calculation of Capacity

The *Existing School Building Capacity* (Form SAB 50-02) is used to capture the information needed for the calculations, and the accompanying instructions give a detailed guide of how to complete the form. The Form SAB 50-02 is essentially a record of all the district's facilities. The SFP Regulations give detailed instructions on what spaces are to be included or excluded in the calculation of the district capacity[1]. It is important to understand that any project funded with local sources must be counted as existing capacity if the contract for construction of the project is signed before the first application for eligibility determination is made. There is an exception provided for projects if the contracts were signed between August 27, 1998 and November 18, 1998, and if the project did not have eligibility under the Lease-Purchase Program (LPP).

The process of calculating the district's existing school building capacity is as follows.

1. The district completes a gross inventory of all spaces constructed or reconstructed to serve as an area to provide pupil instruction. The grade level of each classroom is also identified.

Helpful Hint
Be on the look out for regulations that may change the loading standards for special day class pupils.

2. The gross inventory is adjusted by excluding certain spaces that are not considered as available teaching stations under law or regulation. The classrooms remaining in the inventory are multiplied by a loading factor of 25 for elementary and 27 for middle and high school classrooms to determine a pupil capacity.

3. A final calculation is done to increase the capacity by a specified amount if the district does not have a substantial number of students enrolled in year round education.

4. A last adjustment occurs for those districts that receive Multi-Track Year Round Education Operational Grants from the CDE. This increases the district capacity and reduces the final eligibility for the district in a number equivalent to the operational grants the district has most recently received CDE.

On-Site Reviews

The school district must submit records of the teaching stations existing in the district or attendance area as part of the inventory process. These records generally consist of the following:

- Diagrams of the facilities at each site in the district. These diagrams need not be highly detailed, but must include all permanent and relocatable classrooms at the site. Many districts use simple "fire-drill" maps for this purpose. The diagrams must be submitted with the application.

- Documentation supporting any exclusion claimed from the gross inventory. For instance, if the district claims that a portable is excluded because it has been leased for less than five years, a copy of the lease must be in the district's possession as supporting documentation.

Helpful Hint
All of the OPSC worksheets are available on the OPSC Web site.

The district may wish to use an OPSC Site Analysis Worksheet to assist with recording all the classrooms in the gross inventory as well as recording the reasons for exclusions, if any. This document is not mandatory, but may make the inventory process easier. It also streamlines the OPSC review of the eligibility application.

Step Three - Determining Eligibility

The last part in the new construction eligibility determination process is done on the *Eligibility Determination* (Form SAB 50-03). The existing school building capacity calculated in part two is subtracted from the enrollment projection in the first part. The number of pupils left, if any, are considered "unhoused" for the purposes of the SFP. They represent the district's eligibility for new construction grant entitlement.

Eligibility Application Approval

Once the district has completed parts one through three of the Form SAB 50-03, they are ready to submit the eligibility application package. The OPSC will conduct a preliminary review of the package to ensure that it is complete prior to adding the application to the workload list. A more detailed review will be completed prior to presentation to the SAB that may include an on-site visit to review the information include on the site diagrams. When the review is complete and the OPSC has validated the eligibility calculations, an item is presented to the SAB for consideration of approval. Currently, the entire review and approval process requires approximately 90 days.

In some cases, the OPSC may find that an application lacks required information. If this is the case, the district is asked to provide the needed information within a specified time. If this district is unable to comply, the application may be returned unprocessed. If this occurs, the district may resubmit the application at any time after the needed information is available.

Modernization Eligibility

Establishing eligibility for modernization in the SFP is more simplified than new construction. Applications are submitted on a site by site basis, rather than district-wide, as is the case for new construction. To be eligible, a permanent building must be at least 25 years old and a relocatable building must be at least 20 years old. In either case, the facility must not have been modernized under the LPP with State funding. The district must also show that there are pupils assigned to the site who will use the facilities to be modernized. If the facility is currently unused, such as a closed school, it may also be eligible for modernization funding if the district intends to reopen it and assign students immediately.

Application Process

The SAB has adopted a single form to calculate modernization eligibility, the Form SAB 50-03. This is the same form used for new construction applications. It may also be downloaded from the OPSC Web site in a format that allows it to be printed as a blank form or completed on a computer and printed for submission to OPSC. A replica of the form can be viewed in Appendix 3, *SFP Required Forms.*

In order to complete the Form SAB 50-03 the district representative will need a completed site diagram for the applicable school which contains the following information:

- The number of permanent classrooms.
- The number of portable classrooms.
- The ages of all permanent and portable classrooms.
- The latest CBEDS enrollment at the site.

Note: If the district has already provided the above information for a new construction eligibility application, it does not have to be provided again.

The instructions on the Form SAB 50-03 will guide the district through the process of calculating the eligibility at that site for modernization. In most cases, especially when all the buildings are over 25/20 years old for permanent/relocatable buildings respectively and eligible for modernization, the grant eligibility is simply the number of children that are or can be housed at a site, whichever is less. However, for cases where there is a mixture of classrooms that are under and over the modernization age limits, two optional calculation methods are provided. One option is to count those facilities that over the age requirement and the children that can be housed in them. The second option is to develop a ratio based on either the square footage or the number of classrooms by comparing the square footage of over age to under age buildings or the number of over age to under age classrooms on the site. The ratio is then applied to the number of children enrolled at the site. If the district selects the option using a ratio of square footage, it will be necessary to provide the square footage information on the site diagrams as well.

Eligibility Application Approval

Helpful Hint
Did you know that the OPSC provides the current workload list on its Web site?

Once the district has completed part three of the Form SAB 50-03 they are ready to submit the modernization eligibility application package. The OPSC will conduct a preliminary review of the package to ensure that it is complete before adding it to the statewide workload list. A more detailed review will then be completed that may include an on-site visit to review the information included on the site diagrams. When the review is complete and the OPSC has validated the eligibility calculations, an item is presented to the SAB for approval.

In some cases, the OPSC may find that an application lacks required information. If this is the case, the district is asked to provide the needed information within a specified time. If the district is unable to comply, the application may be returned unprocessed. If this occurs, the district may resubmit the application at any time after the needed information is available.

Reference:
[1] SFP Regulation, Section 1859.30 - Gross Classroom Inventory

CHAPTER 5
NEW CONSTRUCTION FUNDING

- Introduction
- Available New Construction Funding
  - New Construction Project Grant
  - Separate Design
  - Separate Site
- Funding Process
- Preparing an Application
  - Application for Funding
  - Appraisal, Escrow Closing Statement, CDE Site Approval
  - DSA Approved Plans and Specifications
  - Cost Estimate for Site Development
  - District Certifications
  - CDE Approval of Plans
- New Construction Grant Amounts
- New Construction Basic Grant
  - New Construction Basic Grant Calculations
  - Supplemental Grants
  - Special Education
  - Multilevel Construction
  - Site Acquisition
  - Site Development
  - Geographic Location
  - Small Size Projects
  - New School Projects
  - Urban Locations, Impacted Sites, Security Requirements
- Use of Grants
  - Grants that Exceed Capacity of Project
  - Use Grant Eligibility for Another Grade Level
- District Project Contribution
  - Unable to Meet Contribution
- SAB Approval Process

Introduction

After a district has established eligibility for a project as described in Chapter 4, the district may request funding for the design and construction of the facility. In most circumstances, the funding is approved after the district has acquired or identified a site for the project and after the plans for construction are approved by the Division of the State Architect (DSA) and the Department of Education (CDE).

The funding for new construction projects is provided in the form of grants. The grants are made up a new construction basic grant and a number of supplemental grants. A brief description follows:

- **New Construction Basic Grant**
  Intended to fund design, construction, testing, inspection, furniture and equipment and other costs closely related to the actual construction of the physical plant. This amount is specified in law based on the grade levels of the pupils served.

- **Supplemental Grants**
  Special grants are intended to recognize unique types of projects, geographic locations and special project needs. These grants are based on formulas set forth in the School Facility Program (SFP) regulations. There are many possible supplemental grants. All of them are discussed later in this Chapter. A few of the most important are:

  - **Site Acquisition Grant**
    Funding for site purchase, relocation, escrow, and certain other site acquisition related costs.

  - **Site Improvement Grant**
    The costs related to preparing a site for construction, including grading and drainage. This grant also includes funding for certain off-site development such as sidewalks, curbs and gutters, streets, and related improvements.

Each new construction project is reviewed and appropriate grants applied by the Office of Public School Construction (OPSC). All new construction grants are matched equally by the district with local funding sources. In some cases, districts unable to contribute some or all of the local match may be eligible for financial

hardship. See *Chapter 7, Financial Hardship* for more information on this subject. Once the grants are determined for a project, a request is sent to the State Allocation Board (SAB) for a funding apportionment. After funding is approved, the district may enter into a contract for the construction of the facility, if it has not already done so, and receive a release of the funds.

In some cases, when a district has been approved for financial hardship assistance, the district may request a separate site or design funding approval. In this situation, the request may be made before plans are completed and approved by the DSA. Site and design funding is discussed later in this Chapter. See *Chapter 7, Financial Hardship* for more information.

This chapter explains the application process, typical requirements, and how to determine the new construction grant amount. It is important to understand that the discussion in this Chapter focuses on the most common situations. There are many variations that may apply to specific projects, that can not be covered in this brief overview. As always, the district representative should meet with the OPSC project manager and discuss the district plan in detail.

Available New Construction Funding

There are several types of funding requests that can be made under the new construction program.

New Construction Project Grant

A new construction project grant is intended to provide the State's full share for all necessary project costs including site acquisition, site utilities, off-site, and service site development. The new construction grant also includes applicable supplemental grants and adjustments as described later in this Chapter. This grant is approved only after the site has been certified and approved and the plans are also complete and fully approved.

Separate Design

Districts that qualify for financial hardship may receive a separate apportionment for design costs. Design funding is intended to allow a district to hire an architect and prepare project plans for DSA approval. When the plans are complete and approved, the district may request the remaining new construction funding. The new construction grant will be reduced by the design apportionment previously made for the project.

Separate Site

Districts that qualify for financial hardship may receive a separate apportionment for site acquisition. The site funding is intended to allow a district to acquire a site for the project. When the district is ready to request the remaining new construction funding, the final grant will be reduced by the site apportionment previously made for the project.

The district may request site and design approvals separately or as a combined application when appropriate.

Funding Process

After the district submits an eligibility application (see *Chapter 4, Application for Eligibility*) the process of applying for funding, is as follows:

- the district submits an application for funding package;
- OPSC reviews the package;
- SAB approves the project;
- district requests fund release and makes expenditures;
- district submits reports on expenditures;
- the OPSC audits.

The application for new construction funding is made on a single form, the *Application for Funding* (Form SAB 50-04). The form serves as a vehicle to collect the information necessary to calculate the amount of grants applicable to the project, and also is a certification from the district regarding compliance with requirements of the law and the SFP Regulations. The district may submit the application for funding after the district has received approval by the CDE and the DSA of the proposed new construction project and the project site when applicable. In most cases, the district has determined its eligibility for new construction grants on the *Eligibility Determination* (Form SAB 50-03) before applying for funding. However, if the district has not established eligibility for the project previously, it may submit the eligibility package with the funding package.

The funding application is reviewed by the OPSC for completeness and placed on a statewide workload list by date order received. District representatives can view the workload list on the OPSC Web site at www.opsc.dgs.ca.gov. The applications for funding are then processed in date order for presentation to the SAB for consideration of approval.

In some cases, the OPSC may find that an application lacks required information. If this is the case, the application may be returned to the district to be completed. The district is asked to provide the needed information within a specified time. If this district is unable to comply, the application may be returned unprocessed. If this occurs, the district may resubmit the application at any time once the needed information is available.

Preparing an Application

A complete application package is an essential element of the process of receiving funding for the district's projects. The information provided is the basis for determining the grant amounts that the district will receive. The following discussion outlines

the major elements of a complete application for a full new construction grant. Note that the same information is not necessary for all application types.

All applications require the Form SAB 50-04 and must be based on a previous eligibility approval or must have the eligibility application as a part of the package (see *Chapter 4, Application for Eligibility*). Also, please note that districts requiring financial hardship assistance must receive that status before filing a funding application (see *Chapter 7, Financial Hardship* for further information). The chart below delineates the documents necessary for each type of new construction funding request, and includes a brief description of when and why the documents are needed.

TYPE OF FUNDING				SUPPORTING DOCUMENTS
DESIGN ONLY	SITE ONLY	SITE & DESIGN	CONSTRUCTION	
	X	X	X	Appraisal of property to be acquired when appropriate.*
	X	X	X	Final escrow closing statement or court order (estimated escrow if financial hardship).
	X	X	X	California Department of Education approval of site.*
			X	Final Division of State Architect plan approval.
			X	Cost estimate for site development.[1]
			X	New construction certification.
			X	California Department of Education appproval of plans.

** If this document has been submitted previously, it need not be resubmitted.*

Application for Funding (Form SAB 50-04)

The Form SAB 50-04 serves as a vehicle for districts to request funding for design, site and/or construction for all new construction projects. The form provides the OPSC with specific project information to determine the new construction grant including, but not limited to the type of application; the grade level of the project; the number of pupils the project will house; whether or not a site is being acquired; and if any additional or supplemental grants are being requested.

Helpful Hint:

When a district seeks SFP funding, the law stipulates that a district must hold title to all property acquired, constructed, or improved.

Appraisal, Escrow Closing Statement, CDE Site Approval

The appraisal, escrow closing statement, and CDE site approval letter are required if the application includes site purchase. If not, only the CDE approval letter may be required. The documents are described in detail under the heading "Site Acquisition" under the section "Supplemental Grants".

BEST COPY AVAILABLE

DSA-Approved Plans and Specifications

All new construction plans and specifications must be approved by the DSA.

Cost Estimate for Site Development

A cost estimate is required if the district is requesting additional grants for site development for a new construction funding application. Please refer to the heading "Site Development" under the section "Supplemental Grants", previously discussed in this Chapter, for more information.

District Certifications

As previously mentioned, the Form SAB 50-04 is also an official certification to a number of SFP requirements. The form and the instructions to the form provide specific detail about the certifications; however, some of the issues to which the district representative will have to certify are as follows:

- The district has established a "Restricted Maintenance Account" (see *Chapter 9, Additional SFP Requirements and Features* for more information).

- Contracts for the services of an architect, structural engineer, or other design profession which were signed after November 4, 1998 were obtained pursuant to a qualifications based competitive process (see *Chapter 3, Project Development Activities).*

Finally, to reduce the need to submit extensive supporting documentation, the OPSC will ask that the architect of record or other design professional certify to the following:

- The date that the DSA reviewed and approved the plans and specifications.

- That the cost estimate for the work in the plans and specifications is at least 60 percent of the total grant provided by the State's and district's matching share. (This eliminates the need for the architect to send in a detailed cost estimate for the project.)

CDE Approval of Final Plans

This form is only required for construction funding applications.

New Construction Grant Amounts

The SFP was designed as a per-pupil grant program where each pupil, depending on the grade level, would receive a specific dollar amount. The new construction project grant, at minimum, will consist of the new construction basic grant, which is prescribed in law relative to the grade level of the pupils. The basic grant can be increased by certain supplemental grants that the district may be eligible for. The following are the types of grants:

- New Construction Basic Grant
- Supplemental Grants
- Special education
- Multilevel construction
- Site acquisition
- Site development
- Geographic location
- Small size projects
- New school projects
- Urban impacted sites

New Construction Basic Grant

The new construction basic grant is intended to provide the State's share for necessary project costs including, but not limited to, funding for design, costs related to the approval of the plans and specifications by all required agencies, the construction of the buildings, general site development, educational technology, unconventional energy, change orders, tests, inspections, and furniture and equipment. The basic grant does not provide for site acquisition, site utilities, off-site, and service site development as these costs vary due to location, size, topography, etc. The OPSC will review and determine these costs on a case-by-case basis, as discussed later in this Chapter.

The new construction basic grant is based on the number of pupils in the project. There are a number of ways that the district can determine how many pupils will be assigned to a project, and therefore what the basic grant will be. The most obvious way is by first determining the grade level of the project and then the number of classrooms to be included. Under the SFP, K-6 classrooms are loaded with 25 pupils and 7-12 classrooms are loaded with 27 pupils. Assuming that the district has enough eligibility, it might decide to construct a ten classroom along with bathrooms and other support facilities addition at an existing elementary school. The ten classrooms will house 250 children using the loading specified in the program. If the district has already established that it has eligibility for at least that number of elementary students using the Form SAB 50-03, the district would request 250 grants for the project.

As mentioned in a later section of this Chapter, Use of Grants, there may be a situation where the district may wish to ask for more or less grants. For instance, the project may be of relocatable construction and may be estimated to cost less than the amount of grants

that would be generated by 250 students. The district may elect either of the following strategies:

- The district may reduce the grant request to fewer grants, yet still enough to completely fund the State share of the project. The advantage is that the district will retain the unused grants for a future project, perhaps at another site.

- The district may continue to ask for all 250 grants, and use the savings from the project for other capital facilities projects in the district. The advantage to the district is that the project is built as planned, while other facilities needs are also met within the State funding for the original project. In this case, the district must insure that the amount spent on the work in the plans and specifications for the original project equals at least 60 percent of the State and local share of the project grants. With this condition met, the district may use the savings on other district projects.

There are many variations on these approaches to determining grant amounts for a particular project. It is important that the district consult with the OPSC project manager to be sure that a specific approach is possible and within the guidelines of the law and regulations.

New Construction Basic Grant Calculation

The basic grant is determined by multiplying the pupils assigned to the project times the per-pupil grant established in law.

The new construction grant is adjusted by the SAB annually (each January) based on the change in the Marshall Swift Class B Construction Cost Index. The current amounts are as follows:

New Construction Basic Grant Amount	
Elementary School Pupil	$5,480
Middle School Pupil (Include grade 6 pupils, if part of a 6-8 school.)	$5,796
High School Pupil	$7,587

BEST COPY AVAILABLE

Supplemental Grants

Special Education

As a means to cover building cost items such as enhanced or added electrical and plumbing fixtures, more accessible doors and grab bars, extra sinks, casework, restrooms, changing areas, living skills space, and other facilities for students with exceptional needs, districts may request a supplemental grant.

Use the following chart to compute how much the new construction grant will be increased for all individuals with exceptional needs to be housed in the project:

SPECIAL DAY CLASS	
CLASSIFICATION	**PERCENT OF GRANT PER PUBIL IN PROJECT**
NON-SEVERE	10%
SEVERE	100%
THERAPY AREA	**UNIT COST PER SQUARE FOOT OF THERAPY AREA** $75.00 (not to exceed 3,000 square feet) + 75 square feet per additional Special Day Class classroom needed for Severely Disabled IEN as approved by CDE.

The $75.00 per square foot of therapy area is adjusted annually in the same manner as the basic grants.

Multilevel Construction

The SFP recognizes the additional costs to construct multilevel school facilities on small sites. A supplemental grant is available for projects in densely populated areas, where site acquisition costs are high and land is scarce, to provide funds to alleviate and mitigate the impact of these small sites. If the useable site acreage for the project is less than 75 percent of the site size recommended by the CDE for the master planned project capacity, the new construction basic grant can be increased by 12 percent for each pupil housed in a multilevel building that will house pupils in all levels of the building.

Site Acquisition

The site acquisition grant can be used to acquire and develop new school sites. Eligible costs for site acquisition are:

- 50 percent of the lesser of the actual or the appraised value of the site.
- 50 percent of the relocation cost (four percent of the value of the site determined above, with a minimum of $25,000).
- Toxic cleanup (within the appraised value).

BEST COPY AVAILABLE

Independent Appraisal Requirement

The district is required to submit one appraisal with the Form SAB 50-04. A California licensed and duly-qualified appraiser must issue a current appraisal report for the proposed site using the Uniform Standards of Professional Appraisal Practice. The appraisal must be impartial and prepared for the district or its legal counsel.

The site must be appraised as if it were a clean site, safe from all contaminants in accordance with SFP Regulation Section. 1859.74.1., CDE guidelines, and Title 5, California Code of Regulations. The appraisal report must evaluate both the gross and net usable acreage, and any severance damages.

Site improvements associated with grading the site to a mass graded or construction-ready condition without foundation or paving and proposed utilities stubbed to the site may be included in the appraisal. Other site improvements must be finished before close of escrow or 100 percent covered by a performance bond.

The appraisal date of valuation, or an update, may not predate by more than six months the district's funding application to the OPSC. An SFP project which had the site funded as a LPP project shall use the value funded under the LPP.

Relocation Expenses

Reasonable and necessary costs to relocate residential occupants and businesses from the proposed new school site, including purchasing fixtures and equipment, personal property, new machinery and equipment, and the installation of any improvements at the replacement residences or business locations are permitted as site acquisition costs.

Acquiring Title

Title to all property acquired, constructed, or improved with funds made available under the SFP must be held by the school district to which the SAB grants the funds. Please note that leased property may not be used in an application for funding. The title to the site need not be actually held by the district before funding; however, one of the following must be demonstrated:

- Purchase will be made from one or more private parties, companies, developers, or other entities, as evidenced by an escrow showing the pending transfer of ownership to the district.

- Court orders, especially orders of condemnation through the county court where the proposed new site lies, which include a Final Judgment or Stipulated Judgment and Order of Immediate Possession to allow occupancy.

- An escrow for the transfer of property in lieu of other legally required payments or fees due to the district. (Example: Districts sometimes obtain proposed new school site parcels from developers, with all or part of the "purchase" price comprised of the district forbearing from collecting school mitigation fees from the developers.)

Site Development

In addition to the basic grant, the SFP provides a supplemental grant for the purpose of developing the site where the project is to be located. Fifty percent of the site development costs are available for both new sites and for existing sites where additional facilities are being constructed. These development costs fall under three categories:

- Service site development improvements are performed within school property lines and may include site clearance, rough grading, soil compaction, drainage, and eligible erosion control. This portion of the site preparation is accomplished prior to the general site development and construction of buildings.

- Off-site improvements are located along the perimeter of two sides of the site including street grading and paving, storm drainage lines, curbs, gutters, sidewalks, and street lighting. These improvements are commonly dedicated for public use.

- Utility service developments include improvements of water, sewer, gas, electric, and telephone from the closest existing utility connection to the project site meter or major building lateral location.

It is important to understand that site development costs have restrictions on their use. The district representative should consult the SFP Regulations and the OPSC project manager if he or she is unsure if a particular item is an allowable cost before including the work in the project.

If a district is requesting a supplemental grant associated with site development on the Form SAB 50-04, they must submit verification to support the request. To assist in gathering the supporting detail, the OPSC has developed a Site Development Worksheet for Additional Grants. The district may use this worksheet or similar method to submit this information to the Office of Public School Construction.

Geographic Location

A supplemental grant is available to districts with projects that are located in areas of California that are remote, difficult to access, or lack a pool of contractors. A district may qualify and request an augmentation to the new construction grant because of their geographic location[1].

Small Size Projects

A supplemental grant is available to districts with projects that house no more than 200 pupils. The grant is intended to provide additional funds for core facilities and to make up for the lack of economies of scale when districts build small projects. The new construction grant can be increased by 12 percent for a project that will house less than 101 pupils, or by four percent if the project will house over 100, but no more than 200 pupils.

New School Projects

Districts that will construct an entirely new school on a site with no existing facilities may qualify for a supplemental grant to construct a new school. This grant is intended to provide funds to construct core facilities such as multipurpose rooms, gymnasiums, libraries, kitchens, etc. for projects that have a minimal amount of classrooms, but not enough to generate enough of a new construction grant to build these essential facilities. See the OPSC Web site for the current grant amounts.

Urban Locations, Impacted Sites, Security Requirements

Districts with projects in urban locations, on impacted sites, or in areas with security issues, may request a supplemental grant, provided that the useable site acreage for the project is less than 75 percent of the site size recommended by the CDE for the master planned project capacity. Urban locations and impacted sites are generally in areas of high property values or high population density, creating an environment difficult for districts to acquire ample real property. Areas with security requirements are generally where high crime rates are prevalent. In addition, this type of grant can be used to build multilevel structures due to the smaller site size and the need to conserve open space. The supplemental grant provides funds for security fences, watchpersons, increased premiums for insurance for contractors, and storage or daily delivery of construction materials to prevent theft and vandalism.

Use the following chart to determine the appropriate adjustment to the new construction grant:

PROJECT SITE SIZE	PERCENT INCREASE TO GRANT
At least 50 percent, but less than 75 percent of the site size recommended by the CDE for the master planned project capacity.	8%
At least 30 percent, but less than 50 percent of the site size recommended by the CDE for the master planned project capacity.	15%
Less than 30 percent of the site size recommended by the CDE for the master planned project capacity.	50%

BEST COPY AVAILABLE

Use of Grants

Usually, the applicant district will apply for funding for the purpose of constructing classrooms to house the students which generated the funding eligibility. In some projects, however, this may not be the case. For instance, a district may wish to construct a multipurpose room only or it may wish to build a middle school when the district's eligibility is at the elementary level. These circumstances and projects are permitted under the SFP if certain requirements are met.

Grants that Exceed Capacity of Project

Districts can request new construction grants for more pupils than the capacity of the project by submitting a school board resolution which includes the following:

- A plan that describes how the district has or will adequately house the pupils receiving grants beyond the capacity of the project. This plan must be acceptable to the OPSC and CDE prior to submitting the application to the SAB for approval.

- Acknowledgment that funds for the purpose of housing pupils are being diverted to an alternative use.

- Acknowledgment that the State has satisfied its obligation to house all the pupils receiving grants in the project.

An example would be that a district wishes to build a multipurpose room which will cost $600,000. It does not wish to build any classrooms at the project. In this case, assuming the district has sufficient eligibility, the district would request approximately 55 grants to represent the $300,000 State share of the project ($5480 x 55 = $301,950). As part of the plan submitted to the SAB in support of this request, the district would address how the 55 students would be housed in other facilities. If the plan was acceptable to the SAB, the multipurpose project would be approved.

Use Grant Eligibility for Another Grade Level

A district can request to use grant eligibility which was generated at a grade level other than the grade level of the proposed project by submitting a school board resolution, which includes all of the following:

- A plan that describes how the district will adequately house the number of pupils for which the district will use grant eligibility at another grade level for the project.

- Acknowledgment that funds for the purpose of housing pupils are being diverted to an alternative use.

- Acknowledgment that the State has satisfied its obligation to house the pupils receiving grants in the project.

In all cases when using grants at another grade level the district must first use all grants available at the grade level of the project, then use grants of the lowest available level possible. The grant amount will be based on the per pupil grant at the level where the eligibility originated. As in the case of a project without capacity for the students generating the grants, the district will have to demonstrate how the children will be housed. Assuming the plan is acceptable, the request will be granted.

District Project Contribution

Every new construction application is a joint funding effort between the local school district and the State through the SFP. The State grant is discussed in the section entitled "New Construction Grant Amounts", earlier in this Chapter. The total state grants represent 50 percent of the total project cost, with the district contributing the remaining 50 percent of the necessary funding. The district contribution may come from virtually any source. The sole exception is that when savings from another SFP project is used as a match, the savings must be from a new construction project only. A similar restriction applies to modernization project savings in that they may only be used as a match on modernization projects. This restriction exists due to legal requirements pertaining to the bond funds, which the State uses as a program funding source.

The district need not have the entire 50 percent local contribution on deposit at the time that the project approval is made. However, at the time of the project fund release, the district must certify that the district's matching share has been deposited in the County School Facility Fund; has been expended by the district for the project or will be expended by the district prior to the Notice of Completion for the project. Thus the district has considerable flexibility in how the local share is arranged and contributed. The district representative should be aware, however, that regardless of when the share is contributed to the project, the district must be able to show at closeout that 50 percent of the expenditures on the project were from local sources. If the district is unable to demonstrate the 50 percent expenditure requirement has been met, the apportionment will be reduced.

Unable to Meet the Contribution

Districts that are unable to contribute the 50 percent local share of a project can pursue financial assistance through the financial hardship provisions of the SFP. Districts must submit financial data to the OPSC for pre-approval of financial hardship status (see *Chapter 7, Financial Hardship*) before submitting a funding application. In addition, this pre-approval enables districts to request a separate apportionment for site acquisition and/or design costs, if necessary, any time after the application for eligibility determination has been filed.

SAB Approval Process

The SAB approval/action can either be a funded or "unfunded" approval, depending on the availability of funds for new construction. If there are funds available, the project may be funded. If there are insufficient funds relative to the total demand, the SAB will assign priority points to the project. See *Chapter 9, Additional SFP Requirements and Features* for more information on priority points.

References:

[1]SFP Regulation Section, 1859.76, Additional Grant for Site Development Costs
[2]Code of Regulation Section 6000, et seq.
[3]SFP Regulation Section 1859.74, Additional Grant for Site Acquisition and 1859.74.1, Site Acquisition Guidelines
[4]SFP Regulation Section 1859.83, Excessive Cost Hardship Grant

CHAPTER 6
MODERNIZATION FUNDING

- Introduction
- Available Modernization Funding
  - Modernization Project Grant
  - Separate Design
- Funding Process
- Preparing An Application
  - DSA Approved Plans and Specs
  - CDE Plan Approval Letter
  - District Certifications
- Modernization Grant Amounts
- Modernization Basic Grant
- Supplemental Grants
  - Special Education
  - Geographic Location
  - Small Size Projects
  - Urban Location, Impacted Sites, Security Requirements
  - Handicap Access Fire Code Compliance
  - Elevators
- District Project Contribution
  - Unable to Meet Contribution
- SAB Approval Process

Introduction

The School Facility Program (SFP) provides funding assistance to school districts for the modernization of school facilities. The assistance is in the form of grants approved by the State Allocation Board (SAB), and requires a 20 percent local contribution. A district is eligible for grants when students are housed in permanent buildings 25 years old or older and relocatable classrooms 20 years old or older. See *Chapter 4, Application for Eligibility*.

The per pupil modernization basic grant amount is set in law and is based on the number of students housed in the over aged facilities. In addition to the basic grant amount, a district may be eligible for supplemental grants depending on the type and location of the project.

The modernization project grant can be used to fund a large variety of work at an eligible school site. Air conditioning, insulation, roof replacement, as well as the purchase of new furniture and equipment are just a few of the eligible expenditures of modernization grants. A district may even use the grants to demolish and replace existing facilities of like kind. However, modernization funding may not be spent for new construction except in very limited cases generally related to access compliance issues or for site development.

Available Modernization Funding

There are two types of funding applications which may be made under the modernization program:

Modernization Project Grant

A modernization project grant is intended to provide the State's full share for all necessary project costs. In a typical project a modernization project grant includes basic grant and any applicable supplemental grants as described in this Chapter under "*Supplemental Grants*".

Separate Design

Districts that qualify for financial hardship may receive a separate apportionment for design[1]. Separate design funding is intended to allow a district to hire an architect to prepare the project plans for Division of the State Architect (DSA) approval. When the plans are complete and approved, and the district is ready to request the remaining modernization funding, the final grant will be reduced by the design apportionment previously made.

Funding Process

After applying and receiving approval of modernization eligibility, the process of applying for funding is as follows:

- the district submits an application for funding package;
- Office of Public School Construction (OPSC) reviews the package;
- SAB approves the project;
- district requests fund release and makes expenditures;
- district submits reports on expenditures;
- the OPSC audits.

The application for modernization funding is made on a single form, the *Application for Funding* (Form SAB 50-04). The form serves as a vehicle to collect the information necessary to calculate the amount of grants applicable to the project, and also is a certification from the district regarding compliance with requirements of law and the SFP Regulations. The district is ready to submit the application for funding after receiving approval by the California Department of Education (CDE) and the DSA of the plans for the proposed modernization project. In most cases, the district has determined its eligibility for modernization grants on the *Eligibility Determination* (Form SAB 50-03) before applying for funding. However, if the district has not established eligibility for the project previously, it may submit the eligibility application with the funding application (see *Chapter 4, Application For Eligibility*).

The funding application is reviewed by the OPSC for completeness and placed on a Statewide workload list by date order received. District representatives can view the workload list on the OPSC Web site at www.opsc.dgs.ca.gov. The funding applications are then processed in date order for presentation to the SAB for consideration of approval.

In some cases, the OPSC may find that an application lacks required information. If this is the case, the district is asked to provide the needed information within a specified time. If this district is unable to comply, the application may be returned unprocessed. If this occurs, the district may resubmit the application at any time after the needed information is available.

Preparing An Application

A complete application package is an essential element of the process of receiving funding for the district's project. The information provided is the basis for determining the grant amounts that the district will receive. The following discussion outlines the major elements of a complete application. This information is not necessary for a separate design funding request, unless noted.

All applications require a complete Form SAB 50-04. To complete the Form SAB 50-04 and to make the required certifications, the district representative will need at least the following supporting information.

Final DSA Approved Plans and Specifications

In most cases, a complete set of DSA approved plans and specifications is required for the modernization project. The submittal may be on CD-ROM or "Zip Drive" readable by AutoCad 14. It is acceptable to submit the specifications on a diskette that is IBM compatible.

In some very limited circumstances, a project of a non-structural nature may not require approval by DSA. In these situations, the project architect or other design professional may certify that such an approval is not required. The OPSC will accept that certification in lieu of a DSA approval.

CDE Plan Approval Letter

The CDE must approve plans for modernization projects before they can be considered for funding under the SFP. The district should contact the School Facilities Planning Division (SFPD) of the CDE as early in the planning process as possible.

District Certifications

As previously mentioned, the Form SAB 50-04 is also an official certification to a number of SFP requirements. The form and the instructions to the form provide specific detail about the certifications; however, some of the issues to which the district representative will have to certify are as follows:

- The district has established a "Restricted Maintenance Account" (see *Chapter 9, Additional SFP Requirements and Features* for more information).
- The facilities to be modernized were not previously modernized under the LPP.
- Contracts for the services of an architect, structural engineer, or other design profession which were signed after November 4, 1998 were obtained pursuant to a qualifications based competitive process (see *Chapter 3, Project Development Activities* for more information).

- Title to all property modernized with SFP funds is held by the district or county superintendent receiving the funds.

Finally, to reduce the need to submit extensive supporting documentation, the OPSC will ask that the architect of record or other design professional certify to the following:

- The date that the DSA reviewed and approved the plans and specifications.
- The number of classrooms demolished and not replaced and the number of classrooms constructed. (This is necessary to verify that no new construction, except the replacement of demolished facilities, is done with modernization funds.)
- That the cost estimate for the work in the plans and specifications is at least 60 percent of the total grant provided by the State's and districts matching share. (This eliminates the need for the architect to send in a detailed cost estimate for the project.)

Modernization Grant Amounts

A modernization grant consists of a modernization basic grant plus supplemental grants. The supplements are intended to recognize special costs associated with projects of a certain type or located in certain areas. The following is a brief explanation of the basic and supplemental grants.

The modernization basic grants are based on the number of pupils assigned to the project. In most circumstances, this number is simply the number of students enrolled at the site where the modernization will occur. This is usually true when all of the buildings at the site are over age, that is, 25 years or older for permanent buildings and 20 years or older for relocatable structures. In cases where only some of the buildings at the site are over age, and therefore eligible for modernization, the number of pupils assigned to the modernization project will probably be less than the total pupils on the site. The Form SAB 50-04 will assist the district in determining the proper number of pupils to be included in the application. When this number is determined, it is then possible to calculate the modernization basic grant amount as described in the next section.

Modernization Basic Grant

The modernization basic grant for each pupil housed in buildings to be modernized is established by law[2]. The grant amount is adjusted every year in January, based on changes to the Class B construction cost index, by action of the SAB. As of January 2000, the basic grants, which represent the State's 80 percent share of the project, are as follows:

MODERNIZATION BASIC GRANT AMOUNT	
Elementary School Pupil	$2,367
Middle School Pupil (Include grade 6 pupils, if part of a 6-8 school.)	$2,504
High School Pupil	$3,278

The grant amount is intended to provide the State's share for all essential project costs, which include but are not limited to funding for design, the modernization of the building, education technology, unconventional energy, tests, inspections, and furniture and equipment. To calculate the district's modernization share, multiply the basic grant by 0.25.

Supplemental Grants

The district also uses the Form SAB 50-04 to supply information related to the supplemental grants.

Special Education

If the plans and specifications identify individuals with exceptional needs, the modernization grant is increased ten percent for students who are non severely disabled, and 100 percent for students severely disabled.[3]

Geographic Location

A supplemental grant is available to districts with projects that are located in areas of California that are remote, difficult to access, or lack a pool of contractors. A district may qualify and request an augmentation to the modernization grant because of their geographic location.

Small Size Projects

A supplemental grant is available to districts with projects that house no more than 200 pupils. The grant is intended to provide additional funds to modernize core facilities and to make up for the lack of economies of scale for small projects. The modernization grant can be increased by 12 percent for a project that will house less than 101 pupils, or by four percent if the project will house over 100, but no more than 200 pupils.

Urban Locations, Impacted Sites, Security Requirements

Some districts may experience excessive construction costs due to the district's urban location, security requirements and impacted site. If a district requests grants due to these circumstances, the OPSC will verify the district's eligibility

BEST COPY AVAILABLE

pursuant to the CDE Final Plan Approval letter. A modernization grant will be increased by the following percentage if the site is below CDE recommended master planned project capacity:[4]

PROJECT SITE SIZE	PERCENT INCREASE TO GRANT
At least 50 percent, but less than 75 percent of the site size recommended by the CDE for the master planned project capacity.	8%
At least 30 percent, but less than 50 percent of the site size recommended by the CDE for the master planned project capacity.	15%
Less than 30 percent of the site size recommended by the CDE for the master planned project capacity.	25%

Handicap Access and Fire Code Compliance

A district may receive an additional three percent increase in the modernization grant for handicap access and fire code requirements. The OPSC must be able to verify this request from the plans and specifications.[5]

Elevators

If the DSA requires 2-stop elevators in the modernization project, the modernization grant will be increased $80,000 for each two stop elevator. The district must attach the DSA letter that requires the elevators be included in the project for handicap access compliance. The modernization grant will be increased by $14,400 for each additional stop required.[6]

District Project Contribution

Every modernization application is a joint funding effort between the local school district and the State though the SFP. The State grant is discussed in the section entitled "Modernization Grant Amounts", earlier in this Chapter. The total State grant represent 80 percent of the total project cost, with the district contributing the remaining 20 percent of the necessary funding.

The district contribution may come from virtually any source. The sole exception is that when savings from another SFP project are used as match, it must be from a modernization project only. This restriction exists due to legal requirements pertaining to the bond funds, which the state uses as a program-funding source.

The district need not have the entire 20 percent local contribution on deposit at the time that the project approval is made. However, at the time of the project fund release, the

BEST COPY AVAILABLE

district must certify that the district's matching share has been deposited in the County School Facility Fund; has been expended by the district for the project; or will be expended by the district prior to the Notice of Completion for the project. Thus the district has considerable flexibility in how the local share is arranged and contributed. The district representative should be aware, however, that regardless of when the share is contributed to the project, the district must be able to show at closeout that 20 percent of the expenditures on the project were from local sources. If the district is unable to demonstrate the 20 percent expenditure requirement has been met, the apportionment will be reduced.

Unable to Meet the Contribution

Districts that are unable to contribute all or part of the 20 percent local share of a project, can pursue financial assistance through the financial hardship provisions of the SFP. Districts must submit financial data to the OPSC for "pre-approval" of Financial hardship status (see *Chapter 7, Financial Hardship*) before submitting funding application. In addition, this "pre-approval" enables districts to request a separate apportionment for design costs, if necessary, any time after the application for eligibility determination has been filed.

SAB Approval Process

The SAB approval/action can either be a funded or "unfunded" approval, depending on the status of funds for modernization.

References:

[1]SFP Regulation Section 1859.81.1, Separate Apportionment for Site Acquisition and Design Costs.
[2]Education Code Section 17074.10
[3]SFP Regulation Section 1859.72 (a) or (b), Additional Grant for an Individual with Exceptional Needs.
[4]SFP Regulation Section 1859.83, (d), (1), (2) and (4), Excessive Cost Hardship Grant
[5]SFP Regulation Section 1859.83 (f), Excessive Cost Hardship Grant
[6]SFP Regulation Section 1859.83 (f) (1) and (3), Excessive Cost Hardship Grant

CHAPTER 7
FINANCIAL HARDSHIP

- Introduction
- Qualifying for Financial Hardship Assistance
- Developer Fee Info
- Evidence of Reasonable Effort to Fund Matching Share
- Financial Review
- Approval of Financial Hardship Assistance

Introduction

Financial hardship assistance is available for those districts that cannot provide all or part of their share of a School Facility Project (SFP). In order to receive financial hardship assistance, a district must have made all reasonable efforts to impose all levels of local debt capacity and development fees prior to requesting financial assistance. The district must also demonstrate that it is unable to contribute all or a portion of the matching share requirement.

If the district meets the financial hardship criteria it is eligible for financial assistance with all or a portion or the entire district's matching share requirement for new construction or modernization projects. It may also be eligible for a separate apportionment for the following:

- For new construction projects, an early apportionment for site acquisition.
- For new construction or modernization projects, an early apportionment for design costs.

A district seeking financial assistance must have approved financial hardship status prior to submitting an *Application for Funding* (Form SAB 50-04) for either a new construction or modernization grant request. In order to obtain this approval the district must provide verification that a reasonable effort was made to meet the district's matching share requirement, and must have confirmation from the Office of Public School Construction (OPSC) that the district is unable to contribute all of the matching share requirement. When this is accomplished, the OPSC will recommend that the district be approved as a financial hardship.

Financial hardship approval is project-specific. A district must have a pre-approval letter for each individual new construction or modernization project prior to submitting a Form SAB 50-04. Eligibility for financial hardship funding is valid for six months from the date of the initial approval. If more than six months passes between approval of financial hardship status and submission by the district of an application for funding that includes a request for hardship assistance, the district must re-qualify its status as a financial hardship.

Qualifying for Financial Hardship Assistance

To apply for financial hardship, send a letter to the OPSC stating why the district is requesting financial hardship. Along with the letter, the district must submit the documents as listed in steps one, two, and three below:

Application Step	Financial Documentation Required	Legal Requirement
Step #1	School Board Resolution regarding developer fees	Levy maximum developer fee allowed
Step #2	Evidence of at least one of the following: • Debt level at 30% of bonding capacity. • Total district bonding capacity less than $3 Million. • Voter election within last 4 years. • Facility hardship (small project). • Other evidence approved by SAB.	Demonstrate local effort to raise revenues
Step #3	Evidence that facility funds are not available: • Financial Hardship Project Worksheet • Financial Hardship Worksheet • Latest Independent Audit Reports • Encumbrances • Expenditure Reports • Listing of the District's Unused Sites	Financial inability to contribute the match

This documentation should be submitted to the OPSC Audit Unit. If the financial hardship package is incomplete, a letter will be sent to the district requesting the necessary documentation to make the request complete. If the requested information is not submitted within 15 calendar days of the date of the letter, the request will be returned unprocessed. Upon receipt of the complete financial hardship packet, the district will be placed on a workload list, and reviewed in order of date received.

County offices of education do not need to provide documentation regarding developer fees (Step #1) or evidence of reasonable effort (Step #2) to fund its matching share. County Offices of Education may go directly to step 3 in the chart.

The following is a more detailed explanation of the review for financial hardship assistance.

Step One - Developer Fee Information

The district must be levying developer fees at the maximum rate justified under law or have an alternative revenue source equal to or greater than the developer fee otherwise justified.[1] As evidence, please include a copy of the resolution from the district's school board authorizing the levying of the fee. If the district is not levying the maximum fee allowed by law in accordance with current statute, include a copy of the district's recent Implementation Study and or the Needs Analysis to support the amount being levied or justification for an alternative revenue source. The current developer fees can be found

BEST COPY AVAILABLE

on the OPSC Web site at www.opsc.dgs.ca.gov. Developer fees are adjusted every even numbered year at the January State Allocation Board (SAB) meeting based on an index specified in law. Districts have six months to implement the new developer fee after an index change.

Step Two - Evidence of Reasonable Effort to Fund Matching Share

As previously mentioned, the law requires that a district seeking financial hardship assistance must demonstrate that all reasonable efforts have been made to raise local revenues for the SFP match requirement. The SAB has adopted regulations that set criteria to determine that this requirement is met. In addition to levying the maximum developer fee allowed by law, the district must also verify it meets one of the following:

Bonding Capacity

The current outstanding bonded indebtedness of the district, at time of financial hardship request, is at least 30 percent of the district's total bonding capacity or within $900,000 of 30 percent of its total bonding capacity. A district with a total bonding capacity of less than $3 million meets this requirement regardless of the level of indebtedness. Outstanding bonded indebtedness includes that part of General Obligation Bonds, Mello-Roos Bonds, and Certificates of Participation (COPs) that the district is paying a debt service that was issued for capital outlay school facility purposes.

The required documentation needed: certification from the county auditor controller stating the district's assessed valuation, outstanding bonded indebtedness, and remaining bonding capacity.

Voter Bond Election

Certification that the district held a registered voter bond election such as a General Obligation Bond, Mello-Roos Bond, or a School Facility Improvement District, within the previous four years of requesting financial hardship. The bond must have received at least 50 percent plus one vote, and must have been for an amount that is equal to or greater than the amount needed to fund the district's matching share requirement for that project (not to exceed bonding capacity of the district) and any other SFP project to date. If the bond attempted was less, it must represent the eligible bonding capacity of the district.

The required documentation needed: certification of county election results of the district's sponsored bond elections held during the 4-year period prior to the district's request for financial hardship. Certification must include date of election, percentage of yes votes, dollar amount and purpose of the bonds. Include evidence of encumbrances or other restrictions on bond funds, if applicable.

County Superintendent of Schools

A county superintendent of schools automatically meets the reasonable test. Although a county office of education qualifies for a review, it may not qualify for financial hardship based on its current financial condition.

Facility Hardship

The project for which the district is requesting financial hardship meets all of the following:

- It has been approved as a health and safety facility hardship pursuant to the SFP Regulations[2] or the project was approved as a hardship under the provisions of the Lease-Purchase Program (LPP), and

- The district's contribution for the project is less than $500,000, exclusive of allowable site acquisition cost.

Required documentation: evidence the application was approved as a health and safety hardship or as a hardship under the provisions of the LPP, and amount of funding district is requesting for the application.

Other Evidence of Reasonable Effort

If the district does not meet the reasonable effort requirements outline above, it may present to the SAB other evidence of reasonable efforts to fund its matching share. This can be done using a *School District Appeal Request* (Form SAB 189). The district must specifically state the purpose and description of the circumstances, which justify approval of the financial hardship request. This form and instructions for completing the form are available on the OPSC Web site. The OPSC will review the appeal and prepare an item to be scheduled for SAB presentation. If the hardship justification is approved by the SAB, it may then file its request for financial hardship using the approved SAB item as evidence of having met the reasonable effort test to fund its matching share for its projects. The district must then submit all of the requested financial documents necessary for a final financial hardship review.

Step Three - Financial Review

The OPSC will conduct an analysis of the district's financial information to verify that the district is unable to provide all or a portion of the necessary matching funds for an eligible project. The analysis will include the applicant's financial records including those maintained by the California Department of Education and the county office of education. The review shall determine whether available non-operational funds and savings from other SFP projects are sufficient to fund all or a portion of the matching share requirements on a project.

To facilitate the review, the district needs to submit all of the following:

Financial Hardship Project Worksheet

This is used by OPSC to estimate the district's share of the project. The district must submit a separate Financial Hardship Project Worksheet for each project for which it is requesting financial assistance. The worksheet can be found on the OPSC Web site.

Financial Hardship Worksheet

- This is used by OPSC to determine the amount of the cash contribution to be provided by the district. The district must submit a separate worksheet for each fund within the capital projects group of accounts, including, but not limited to: developer fees, federal grants, redevelopment funds, sale proceeds from surplus property, appraised value of facilities approved, and bond funds either obligated or authorized but unsold. These worksheets are based on the latest independent audit report, and then brought current to application date with subsequent transactions that have occurred in the funds.

- The district must identify restricted funds such as class size reduction, as well as the purpose for any restrictions on funds within the special reserve fund listed in the district's capital projects fund. For restrictions on funds within the special reserve fund, provide supporting documentation.

- Identify all bonds and COPs authorized and sold to date of financial hardship request. If the district has unsold bonds or COPs please provide documentation regarding any possible restrictions on the use of these funds.

Latest Independent Audit Report

The district's latest independent audit report is used by OPSC to verify the financial condition of the district. The district must submit the entire audit report.

Encumbrances

The district must provide contracts and all other documentation supporting any encumbrances or obligations the district is claiming. **All funds identified that have not been expended or obligated by a contractual agreement for a specific capital outlay purpose shall be deemed available as matching contribution.** Encumbrances may include: for modernization projects: one year of lease payments or debt service payments for relocatables; for new construction projects: two years of lease payments or debt service payments for relocatables. The district must provide the detailed payment schedules as supporting documentation.

Expenditure Reports

The district must submit expenditure reports *(Summary of Expenditures and Construction Progress* (Form SAB 184) and *Detailed Listing of Warrants Issued by the District* (Form SAB 184A) for each project for which, the district is requesting financial hardship. If no funds have been spent on a project, the district must submit a statement to that effect. If the project for which the district is requesting financial hardship was previously approved as an LPP project, the district must identify the previous project number. The OPSC will review any prior apportionment and the expenditures reported. All expenditures above and beyond a prior apportionment will be considered as a matching contribution. The SAB will not reimburse the district for expenditures made prior to the financial hardship approval.

Listing of the District's Unused Sites

The district must submit a listing of the district's unused sites and intended use. If the district has no unused sites, submit a statement to that effect.

Approval of Financial Hardship Assistance

Once the financial hardship review is complete, the OPSC will send a letter to the district stating the available funds of the district that will be considered available for match purposes. Any district contribution due to expenditures will also be noted. The district and OPSC must concur with the findings of the financial hardship review prior to the issuance of an approval letter. If the district disagrees, the district has 15 calendar days to review this letter and, if necessary, submit additional information for consideration. Once the district has been approved for financial hardship (has a pre-approval letter), the district may submit its Form SAB 50-04, for the projects listed in the financial hardship approval letter.

When a district is approved for financial hardship, the approval is valid for six months. The approval letter will reference only those projects that were submitted along with the financial documentation. If, within the six months, the district wishes to submit additional applications, it must have a pre-approval letter for those additional specific projects prior to filing the Form SAB 50-04. To obtain pre-approval within the six months, the district must submit a Financial Hardship Project Worksheet for the project along with expenditure reports. The district does not need to update other financial information unless the six-month period is past.

Any applications submitted after the six-month approval has expired require a new review. The district will need to update its financial information by providing all required documentation for steps one, two, and three. Districts who are re-filing for financial hardship after the six months should be aware of the Level II Developer Fee requirement, which applies to new construction projects only.

References:

[1]Education Code Section 17075.10

[2]California Code of Regulations, Section 1859.82 (a) (1)

CHAPTER 8
FACILITY HARDSHIP GRANT

- Introduction
- Eligibility for Facility Hardship Grants
  - Request for Replacement Facilities
- Application and Approval Process
- Interim Housing

Introduction

Under very limited circumstances, a need to replace or construct new facilities may exist due to reasons other than enrollment growth. For instance, a classroom or support facility may no longer be safe to occupy due to a structural failure or a severe health threat. To address these unusual situations, the State Allocation Board (SAB) has developed a facility hardship grant. The purpose of the grant is to provide funding to districts that have a critical need for pupil housing because the condition of the facilities, or the lack of facilities, is a threat to the health and safety of the pupils.

A facility hardship grant is available for:

- New classrooms and/or subsidiary facilities; such as, corridors, toilets, kitchens and other non-classroom space, or
- Replacement facilities

By definition a facility hardship is an unusual, often unique situation. It is difficult to describe a "normal" process since each request must be reviewed and analyzed on a case-by-case basis. This Chapter outlines the process but by no means addresses all possible facility hardship situations. When a significant and serious threat exists to the health and safety of students or staff in any public school environment the district should contact the Office of Public School Construction (OPSC) project manager for guidance.

Eligibility for Facility Hardship Grants

To be eligible for a facility hardship grant the district must demonstrate that one of two conditions exists:

1. Facilities are needed to ensure the health and safety of the pupils because of circumstances such as but not limited to the following:

- The existing facilities are in close proximity to a major freeway, airport, electrical facility, high power transmission lines, dam, pipeline, industrial facility, adverse air quality emission source, which poses an eminent hazard; or
- The existing facilities have serious structural deficiencies; or
- Existing traffic safety problems; or
- The pupils live in a remote area and transportation to existing facilities is not possible or poses a threat to the health and safety of the pupils.

2. The classroom or related essential facility was lost or destroyed as a result of a fire, flood, or earthquake and the district has demonstrated satisfactorily to the SAB that the classroom or related facility was uninsurable or the cost for insurance was prohibitive.

For obvious reasons, a facility hardship approval is limited to the most severe instances of need. Clear demonstration that the health or safety of the children is in jeopardy is needed. In addition, the district should be prepared to show that the problem can not be remedied using normal new construction or modernization eligibility.

Typical supporting documentation should be in the form of written statements from the appropriate expert representing local or State agencies that have jurisdiction relating to the problem area. For example, air quality threats might involve a medical doctor or other certified professional on staff at the county or State Department of Health, traffic problems might be supported by the California Highway Patrol, and so forth. The statement provided to OPSC must indicate how the problem poses a threat to the health and safety of the children. Refer to Appendix 2, *Potential State Agency Involvement* for possible contact information.

Request for Replacement Facilities

If the district has substantiated a health and safety issue and is requesting to replace facilities, a cost benefit analysis must be prepared and submitted to the OPSC. The analysis should compare the total costs to mitigate the problems with the cost to replace the facility. The cost benefit analysis may include applicable site development costs.

If the request is for replacement facilities that are needed as a result of structural deficiencies, the cost benefit analysis must also include a report from a licensed design professional identifying the minimum work necessary to obtain the Division of the State Architect's (DSA) approval, including a detailed cost estimate. The OPSC may require the district to submit DSA's concurrence with the report. "Lump sums" and "Line items" for overhead and profit, contingencies, and construction fees that are contained in the cost estimate will be disallowed in the cost analysis. The appropriate costs associated with the minimum construction work must be built into the individual unit costs. "Soft costs" such as architect fees, testing, inspection, etc. are not part of this construction cost analysis, and should not be included in the cost estimate.

If the total costs to remain in the facility and the mitigation of the problem exceed 50 percent of the *Current Replacement Cost* of the facility, it can be considered for abandonment and replacement. However, if the cost to remain in the facility is less than 50 percent of the Current Replacement Cost, the district may qualify for a *Rehabilitation Excessive Cost Hardship Grant*. To mitigate the problem this grant will provide up to 80 percent of the eligible amount of the cost to mitigate the health or safety issue. For more information, refer to Chapter 5, *New Construction Funding*.

Application and Approval Process

The district should apply using the *Application for Funding* (Form SAB 50-04). Documentation supporting the health or safety issue should be attached. After the analysis of the report(s) and review of the cost by the OPSC, an item will be prepared for presentation to the SAB for consideration and approval.

If the SAB approves the district's request for new or replacement facilities, the district is eligible for funding as a new construction project. The district can then proceed with hiring an architect in order to complete plans, obtain DSA approval, and apply for funding grants. Any grant provided for a facility hardship will be reduced by fifty percent of any insurance proceeds collectable by the district for the displaced facilities and fifty percent of the net proceeds will reduce any grant provided for facility hardship from the disposition of any displaced facilities.

Interim Housing

To remove students from unsafe situations as soon as possible, districts eligible for facility hardship are encouraged to apply for relocatable classrooms under the OPSC's State Relocatable Classroom Program. In some instances, the SAB may consider reduced rental payments during the life of the emergency situation. For additional information regarding this program, please access the OPSC Web site at www.dgs.opsc.ca.gov for the State Relocatable Handbook and to obtain names of contacts that can assist you.

References:
Regulation Section 1859.76, *Additional Grant for Site Development Costs*
Regulation Section 1859.83, *Excessive Cost Hardship Grant*

CHAPTER 9
ADDITIONAL SFP REQUIREMENTS AND FEATURES

- Introduction
- General Information
  - Class B Index
  - SAB Appeal Process
- Fund Release
- Project Savings
  - Savings for Non-Financial Hardship
  - Savings for Financial Hardship
- Restricted Maintenance Account
  - Funding the Restricted Maintenance Account
- Funding Priorities New Construction Projects
- Class Size Reduction

Introduction

There are a number of topics related to the School Facility Program (SFP), that do not fit neatly into one of the other program chapters. These topics are gathered here for easy reference. They may apply to both new construction and modernization or only to one program, as noted in the discussion.

General Information

Class B Index

Adjustments to the grant amounts in the SFP are adjusted each January based on the change in the Class B Index. This index is developed using cost data published by the Marshall Swift Company relating to building of primarily steel and concrete construction.

SAB Appeal Process

In some cases a school district application request may appear to be outside the standards of the SFP and the Office of Public School Construction (OPSC) is unable to recommend approval. When this occurs, a district can appeal directly to the State Allocation Board (SAB) using *School District Appeal Request* (Form SAB 189). On this form, districts specifically state the purpose and description of the district's request, including a statement explaining why the SAB should grant the district's appeal based on law, regulation, or SAB policy.

Prior to the item being scheduled for SAB consideration, the district must submit all of supporting documentation to the OPSC. The OPSC will review and analyze the appeal as to legal issues, program impact, funding ramifications, and public policy considerations. An item will be prepared and scheduled for SAB consideration. Based on the evidence submitted by the district the OPSC may support the district's request, deny the request, or provide alternative recommendations to the SAB. In any case, all of the recommendations made by OPSC to the SAB will be based on supporting laws, regulations, or legal opinions. Districts generally have a representative available at the SAB meeting to provide testimony, if needed. This process applies to new construction and modernization applications.

Fund Release

After the funding application is accepted by the OPSC and the project grants are calculated as described earlier in Chapters 5 and 6, the application is submitted to the SAB for approval and funding. The next step in the process is the actual fund release to the County School Facilities Fund for use by the district.

The SFP grant is processed for release when the district submits a properly executed *Fund Release Authorization* (Form SAB 50-05). The OPSC sends a School Facilities Fund Release notification to the district representative and county office of education. The notification indicates the type of grant released, amount, school district, application number, school name, and date processed.

All requests on Form SAB 50-05 must have the school district, school name, county, and application number fields completed. The form must be dated and have an original signature of the district representative. The Form SAB 50-05 submitted by the district is an important document that cannot be altered or modified by the OPSC. Therefore, an improperly completed Form SAB 50-05 will be returned with a letter of explanation to the school district for correction.

It is important to understand that a Form SAB 50-05 must be submitted within 18 months of the SFP grant apportionment by the SAB, or the entire new construction or modernization adjusted grant shall be rescinded without further SAB action. If this should happen, the pupils housed in the project will be added back to the district's eligibility and the district may re-file the application at any future time.

The Form SAB 50-05 can be downloaded from the OPSC Web site. A replica of the form can be found in Appendix 3, *SFP Required Forms*. The properly executed Form SAB 50-05 should be submitted to:

Office of Public School Construction
Accounting
1130 K Street, Suite 400
Sacramento, CA 95814

Project Savings

Districts that do not receive financial hardship assistance, may retain funds achieved by cost saving measures and efficient project management. A district may utilize these remaining funds to be expended for other high priority facility capital outlay purposes in the district.

Savings for Non-Financial Hardship Districts

Districts may expend the savings for any high priority capital facility need of the district. A district may use the savings as a part of its match for other SFP projects, with the only requirement being that the savings must be used on the same kind of project. For example, the State's share of the savings on a new construction project may only be used to match another new construction project, and the State's share of the savings from a modernization project may only be used to match another modernization project.

Savings for Financial Hardship Districts

Any savings from a project that received financial hardship assistance must be used to reduce the financial hardship grant of that project or any other financial hardship project within the district. If the district has no other financial hardship project, the savings, up to the financial hardship grant received for the project, must be remitted to the State. Interest earned on the project funds within the district's school facility fund will be considered part of the savings.

Restricted Maintenance Account

The SFP requires participating school districts to ensure that a State funded project is kept in good repair, working order, and condition. To meet this requirement, school districts must establish and maintain a restricted account within the district's general funds for the exclusive purpose of providing funds for ongoing and major maintenance of school buildings. All costs incurred for this purpose shall be borne by the school district.

Those school districts which do not meet the size criteria of having to establish and operate a restricted account at the maximum 3 percent level, must submit a plan and certify that it can reasonably maintain its facilities with a lesser dollar level maintenance account.

Funding the Restricted Maintenance Account

To fund this maintenance work, the district must agree to annually encumber an amount equal to or greater than 3 percent of the district's general fund for major maintenance, repair, and replacement of school facilities. There is a "phase-in" for applications filed during the 1999/2000 fiscal year during which districts can certify a deposit of not less than 2½ percent. Deposits in excess of 2½ percent of the district's general fund may be used towards the districts match in the Deferred Maintenance Program.

The minimum level of funding for this account does not apply to unified school districts with an average daily attendance of 1,200 or less, an elementary district with average daily attendance of 900 or less, or a high school district with average daily attendance of 300 or less. These districts may certify that they can maintain their facilities with a lesser degree of maintenance, or with a lesser annual deposit.

Each school district participating in the SFP must annually certify that it has publicly approved an ongoing and major maintenance plan that outlines the use of the funds deposited into this restricted account. The plan may show that all funds deposited in one particular fiscal year need not be expended in that same fiscal year. However, in any fiscal year where the amount expended is less than the amount deposited, the difference must be carried over into the next fiscal year.

Funding Priorities - New Construction Projects

Applications to the SFP for funding are normally processed by the OPSC and presented to the SAB in the order that completed applications are received. However, the law provides that when available funding reaches certain minimum levels, new construction projects awaiting funding shall be prioritized or ranked using a point system, and that funding shall be made based on this prioritization. The priority point system is placed in effect only when funding is either insufficient for all the projects ready for approval, or when the total available funding is below a certain level.

School district representatives should be aware of the possibility that when available State funding is low, priority points may be used to fund new construction projects rather than the application date processing order.

The school district need not calculate the priority points for a new construction project prior to application submittal. When priority points become necessary, the OPSC will make the calculations using information contained in the application and will rank the projects that are ready for approval.

There are three major components that make up the calculation of priority points:

1. The percentage of unhoused pupils in the district or high school attendance area.

2. The actual number of unhoused pupils in the district or high school attendance area.

3. Other factors determined by the SAB.

Altogether, the points assigned to any new construction project using the three components may not total more than 220 points. The exact calculation formula may be found in the SFP Regulations.

Class Size Reduction

Up to $700 million of Proposition 1A (November 1998) funding was provided for various costs related to the reduction of class size in school districts. Primary responsibility for the development of the programs, policies, and the distribution of these funds rests with the California Department of Education (CDE). Information about the funding availability, application procedures, and other program details can be obtained from the School Facilities Planning Division of the CDE. See Appendix 2, *State Agency Contact Information.*

References:
Education Code Section 17070.75(a)
Regulation 1859.91, Implementation of Priority Points Due to Insufficient State Funds
Regulation 1859.92, Priority Points for New Construction Projects

CHAPTER 10
PROGRAM ACCOUNTABILITY

- Introduction
- Expenditure Report
  - Preparing the Expenditure Report
- Expenditure Audit
  - Audit Components
  - Ineligible Expenditures
  - Eligible Expenditures
- Progress Report and Audit
  - Progress Audit

Introduction

The School Facility Program (SFP) has significantly increased the program flexibility and responsibility at the local level, while reducing the State's oversight role. In general, the State's fiscal concerns are limited to verifying that the expenditures made by the district for the project comply with the law, and to verify that the project progresses in a timely manner as specified in the legislation. To assist with this limited oversight, a district will be asked to submit two different types of reports during the construction project: an expenditure report and a progress audit. On a project that requires less than a year to complete, only an expenditure report is required.

The Expenditure Report

Throughout the construction period of a project, the district will file one or more expenditure reports. The first expenditure report is due one year after the first fund release, or upon completion of the project, whichever occurs first. A project is considered complete when either of the following occur:

- The notice of completion for the project has been filed.
- Three years from the date of the final fund release for an elementary school project or four years from the date of the final fund release for a middle or high school project.

Preparing the Expenditure Report

A district submits a record of project expenditures by using the *Expenditure Report* (Form SAB 50-06). This form allows the district to report all expenditures both from district and State funds, and is a summary level record of the expenditures. To assist in gathering the information that comprises the summary, the Office of Public School Construction (OPSC) has developed an Expenditure Worksheet which is available on the OPSC Web site at www.opsc.dgs.ca.gov. The district may use this worksheet or another method of its own choosing to gather and record the expenditure detail and to accompany the Form SAB 50-06. In either case, the district representative will need the warrant date, payee, warrant number, and a description of each expenditure. The information is the minimum necessary to perform an audit on the project.

The Expenditure Audit

Within two years of receipt of the final expenditure report from the district, the OPSC must initiate an audit of the expenditures. If the district is not notified by the OPSC within that time that an audit will be made, the expenditure report submitted by the district will be deemed appropriate. If the OPSC has notified the district that an audit will be made, the OPSC must complete the audit within six months, unless additional information requested from the district has not been received. The purpose of the expenditure audit is to assure that project expenditures have been made in accordance with the laws and regulations that govern the SFP.

Audit Components

The project expenditures are divided into two categories as follows:

Category	Description of Audit
Site Acquisition Costs (new construction only)	Consists of a review of expenditures reported for the purchase of the site. Generally, the site cost shall be the lesser of the actual cost or the appraised value of the site. Additional expenditures for relocation, remediation and other similar costs may be allowed. Refer to the *Chapter 5, New Construction Funding*, for more information on site acquisition.
Other Project Costs	A review to determine the eligibility of the expenditures.

Ineligible Expenditures

District representative should be aware that some expenditures are not permitted under the SFP. Examples of some ineligible expenditures follow. If the district representative is uncertain about a specific expenditure, the OPSC project manager can assist.

- Costs associated with the acquisition and development of real estate with modernization funding.
- Costs related to a project on a site other than the approved project location.
- Expenditures incurred for new construction or modernization on land not owned by the district.
- District administration and overhead costs on modernization projects.

BEST COPY AVAILABLE

Eligible Expenditures

The following table lists those expenditures that are typically eligible costs under the SFP:

Eligible Expenditures	New Construction	Modernization
Acquisition and Installation of Portable Classrooms	x	
Acquisition and conversion of an existing government or privately owned building, or privately financed school building	x	
Construction	x	x
Construction Management	x	x
Demolition	x	x
Design	x	x
Engineering	x	x
Fire Safety Improvement		x
Furniture and Equipment (including telecommunication equipment to increase school security).	x	x
Identification, assessment, or abatement of hazardous asbestos		x
Inspection	x	x
Landscaping	x	
Necessary Utility Costs	x	x
Plan Checking	x	x
Playground Safety Improvements		x
Purchase and Installation of Air Conditioning Equipment and Insulation Materials and Related Costs		x
Replacement of Portable Classrooms		x
Seismic Safety Improvements		x
Site Acquisition and Development	x	
Testing	x	x
The upgrading of electrical systems or the wiring or cabling of classrooms in order to accommodate educational technology		x
Utility Connection and Other Fees	x	x

Progress Report and Audit

The SFP requires that an approved project be constructed within certain time frames. To ensure that this happens, a progress report from the district is due 18 months from the date any funds were released to the district for the project. The purpose of this report is to show that substantial progress is being made. A progress report is not required if the notice of completion has been filed within 18 months of the release of funds, or the expenditure reports submitted indicate that substantial progress on the project has occurred. District representatives should submit this report in the form of a narrative and include information regarding the progress the district has made towards substantial completion of the project.

Progress Audit

The SAB will review the district's progress report to assure the district has made substantial progress in the completion of the project. Substantial progress can be demonstrated by evidence of any of the following:

Option	Measure of Substantial Progress
A	At least 75 percent of all site development work that is necessary prior to building construction activity is complete.
B	All construction activities are at least 50 percent complete.
C	At least 90 percent of the building construction activities are under contract, unless the building construction activities are delayed as a result of necessary site development work.
D	Other evidence satisfactory to the Board of circumstances beyond the control of the district that precludes substantial progress being made.

BEST COPY AVAILABLE

To satisfy the progress audit using Option D, the district must have an item approved by the SAB prior to the 18-month deadline. To accomplish this, a district must file an appeal with the State Allocation Board using a *School District Appeal Request*, (Form SAB 189). See Chapter 9, *Additional SFP Requirements and Features*. The OPSC will notify the district within 60 days of the report submittal if it intends to recommend to the Board that substantial progress has not been made on the project. If the OPSC does not respond to the district within 60 days of the submittal of the report, the OPSC concurs with the district that substantial progress has been made.

References:

[1] Section 17074.25 and Section 1859.79.2 for modernization projects (expenditures)

[2] As provided in Sections 1859.74, 1859.74.1 and 1859.75. (site acquisition)

APPENDIX 1
STATE AGENCY CONTACT INFORMATION

Department of General Services Office of Public Schoo Construction
Ms. Luisa M. Park, Interim Executive Officer 1130 K Street, Suite 400 Sacramento, CA 95814 (916) 445-3160 ~ fax (916) 445-5526 www.opsc.dgs.ca.gov
In addition to its main headquarters in Sacramento the OPSC has four satellite offices to allow districts easier access to staff:
COLTON San Bernardino County Superintendent of Schools North 1040 East Cooley Drive Colton, CA 92324 Phone (909) 433-4861 Fax (909) 433-4862
FRESNO Fresno County Office of Education 2030 Fresno Street, Room 210T Fresno, CA 93721 Phone (559) 497-3916 Fax (559) 497-3917
LOS ANGELES 107 South Broadway, Suite 3029 Los Angeles, CA 90012 Phone (213) 897-0706 Fax (213) 897-0710
SAN DIEGO San Diego County Office of Education 6401 Linda Vista Road, Room 406 San Diego, CA 92111 Phone (858) 292-3598 Fax (858) 614-0365

BEST COPY AVAILABLE

Department of General Services
Division of the State Architect (DSA)

Mr. Fred Hummel, FAIA, State Architect
1130 K Street, Suite 101
Sacramento, CA 95814
(916) 445-8100 ~ fax (916) 445-3521
www.dgs.dsa.ca.gov/dmsbranch.sfpdiv

DSA Regional Offices

San Francisco Bay Area
1515 Clay Street, Suite 1201
Oakland, CA 94612
(510) 622-3101

Sacramento
1225 R Street
Sacramento, CA 95814
(916) 445-8730

Los Angeles Basin
107 South Broadway, Room 3029
Los Angeles, CA 90012
(213) 897-3995

San Diego
16680 West Bernardo Drive
San Diego, CA 92127
(858) 674-5400

California Department of Education
School Facility Planning Divsion

Dywane Brooks, Director
660 J Street, 3rd Floor, Suite 350
Sacramento, CA 95814
(916) 322-2470 ~ fax (916) 327-3954
www.cde.ca.gov/dmsbranch.sfpdiv

Department of Toxic Substances Control

Edwin F Lowry, Director
www.dtsc.ca.gov
(916) 324-1826

BEST COPY AVAILABLE

APPENDIX - 2
POTENTIAL STATE AGENCY INVOLVEMENT

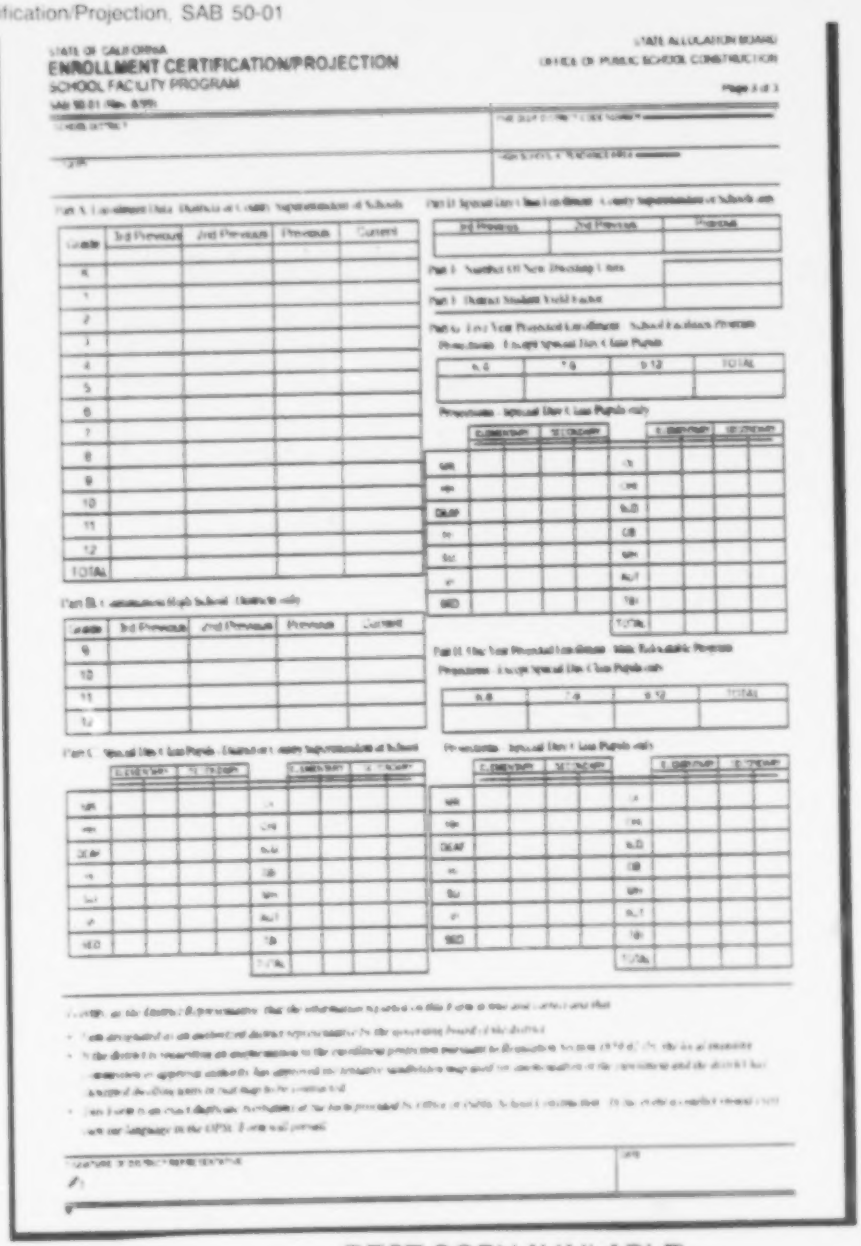
Introduction

This listing is only a sample of potential state agency involvement. There are many other agencies throughout the state that may become involved in the school construction process.

NAME OF AGENCY	CONTACT INFORMATION	ROLE
Department of Transportation District Transportation Planning Division	www.dot.ca.gov (916) 327-3859	Determines whether a school is likely to have an impact on the state transportation system or any of its facilities.
Office of Emergency Services Hazard Mitigation Public Assistance	www.oes.ca.gov (916) 464-1014 (916) 464-1012	Provides funds for school construction projects that reduce or eliminate future damage from disasters (seismic retrofit, modernization, flood control) ""Administers both federal and state funding for repair and replacement of eligible facilities damaged by a disaster event.
Department of Health Services California Indoor Air Quality Program	www.dhs.ca.gov (510) 540-2476	Provides assistance and training to school districts that have air quality problems in the classroom.
Division of Industrial Relations Division of Labor Standards Enforcement Division of Labor Statistics and Research	www.dir.ca.gov (415) 703-4774 (415) 703-4780	Enforces labor laws relating to contractors and employers involved in any school construction project. ""Provides information about prevailing wage rates prior to contracting, during construction, or prior to completion at school districts request.
Office of Planning and Research State Clearinghouse	www.opr.ca.gov (916) 322-2318 state.clearinghouse@opr.ca.gov	Distributes state required environmental documentation to various governmental agencies for review and comment, as part of the CEQA process.
California Energy Commission Bright School Program	www.energy.ca.gov (916) 654-4053	Helps schools identify ways to reduce energy use in school facilities.

APPENDIX 3 - SCHOOL FACILITY PROGRAM REQUIRED FORMS

Enrollment Certification/Projection, SAB 50-01



STATE OF CALIFORNIA
ENROLLMENT CERTIFICATION/PROJECTION
SCHOOL FACILITY PROGRAM
SAB 50-01 (Rev. 8/99)

STATE ALLOCATION BOARD
OFFICE OF PUBLIC SCHOOL CONSTRUCTION

Page 1 of 3

BEST COPY AVAILABLE

Existing School Building Capacity SAB 50-02

STATE OF CALIFORNIA
EXISTING SCHOOL BUILDING CAPACITY
SCHOOL FACILITY PROGRAM

STATE ALLOCATION BOARD
OFFICE OF PUBLIC SCHOOL CONSTRUCTION

PART I - Classroom Inventory ☐ New ☐ Modernized

	K-6	7-8	9-12	TOTAL
Line 1 Leased State Relocatable Classrooms				
Line 2 Portable Classrooms leased less than 5 Years				
Line 3 Interim Housing Portables leased less than 5 Years				
Line 4 Interim Housing Portables leased at least 5 Years				
Line 5 Portable Classrooms leased at least 5 years				
Line 6 Portable Classrooms owned by district				
Line 7 Permanent Classrooms				
Line 8 Total				

PART II - Available Classrooms

Option A	K-6	7-8	9-12	TOTAL
a Part I line 4				
b Part I line 5				
c Part I line 6				
d Part I line 7				
e Total a + b + c + d				

Option B	K-6	7-8	9-12	TOTAL
a Part I line 8				
b Part I lines 1 2 5 & 6 Classrooms				
c 25% of Part I line 7 (Total grade				
d Subtract c from b or if c negative				
e Total a + d or a + c				

PART III - Determination of Existing School Building Capacity

	K-6	7-8	9-12
Line 1 Classroom capacity			
Line 2 SCR adjustment			
Line 3 Combination Grants			
Line 4 Greater of line 2 or 3			
Line 5 Total lines 1 & 4			

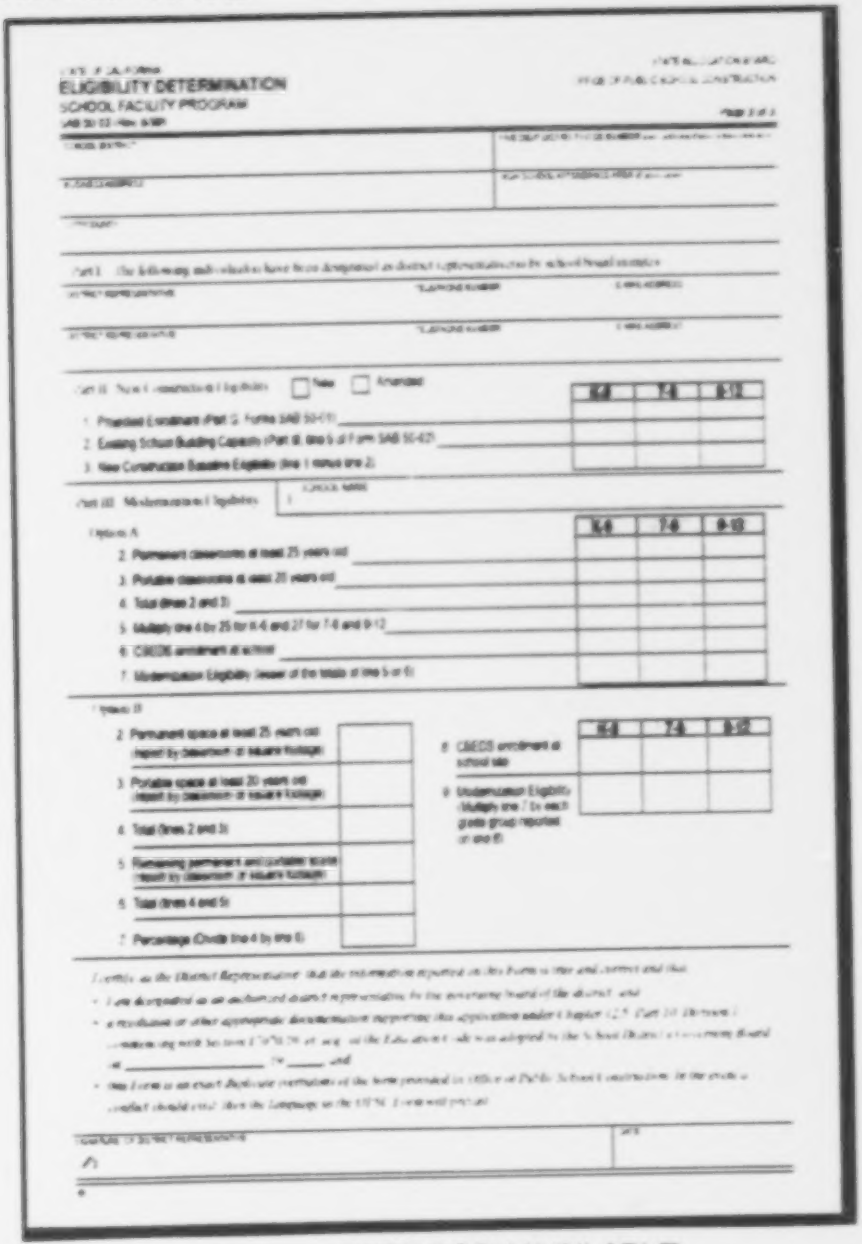
I certify, as the District Representative, that the information reported on this Form is true and correct and that

- *I am designated as an authorized district representative by the governing board of the district, and*
- *this Form is an exact duplicate (verbatim) of the form provided by the Office of Public School Construction (OPSC). In the event a conflict should exist, then the language in the OPSC Form will prevail.*

SIGNATURE OF DISTRICT REPRESENTATIVE | DATE

BEST COPY AVAILABLE

Eligibility Determination, SAB 50-03



ELIGIBILITY DETERMINATION
SCHOOL FACILITY PROGRAM

BEST COPY AVAILABLE

Application for Funding, SAB 50-04

STATE OF CALIFORNIA
APPLICATION FOR FUNDING
SCHOOL FACILITY PROGRAM
SAB 50-04 (Rev. 10/98)

STATE ALLOCATION BOARD
OFFICE OF PUBLIC SCHOOL CONSTRUCTION

Page 3 of 4

SCHOOL DISTRICT | APPLICATION NUMBER

COUNTY

1. Type of application (check only one)
☐ New Construction ☐ Modernization
Separate Applications
☐ Site only, New Construction ☐ Facility Hardship, Section 1859.81 (a)
☐ Design only, New Construction ☐ Rehabilitation, Section 1859.81 (b)
☐ Site & Design, New Construction ☐ Facility Hardship, 1859.81 (c)
☐ Design only, Modernization

2. Type of project
☐ Elementary School ☐ Middle School ☐ High School
Pupils Assigned: K-6 _____ 7-8 _____ 9-12 _____
Is this a K-8 School? ☐ Yes ☐ No
☐ Facility Hardship (no pupils assigned)

3.
Number of classrooms _____
Master plan acreage site will contain _____
Existing acres available _____
Proposed acres available _____

4. ☐ Financial Hardship Request (must have pre-approval by OPSC)

5. Additional grant request (if applicable)
New Construction
Elementary | Secondary
a. ☐ Special Day Class | ☐ Special Day Class
Non Severe pupils _____ | Non Severe pupils _____
Severe pupils _____ | Severe pupils _____
Therapy rm # _____ | Therapy rm # _____
b. ☐ Multi-level Construction (17%) _____
c. ☐ Site Acquisition (60%)
Actual appraised value $ _____
relocation cost $ _____
other $ _____
cash on hand $ _____
d. Site Development (50%)
☐ Service site $ _____
☐ Off Site $ _____
☐ Access $ _____
e. ☐ Facility Hardship, Section 1859.81 (a) or (b)
☐ Toilet rm # _____
☐ Other rm # _____

Continued on next column

Additional grant request (continued)
Modernization
Elementary | Secondary
a. ☐ Special Day Class | ☐ Special Day Class
☐ Non Severe pupils _____ | ☐ Non Severe pupils _____
☐ Severe pupils _____ | ☐ Severe pupils _____

6. Excessive Cost Hardship request (if applicable)
New Construction
☐ Geographic Percent Factor _____ % ☐ New School Project
☐ Small size project ☐ Unique site/ project size
Modernization
☐ Rehabilitation/Mitigation Section 1859.81 (b) ☐ Handicapped Access/ no Code
☐ Geographic Percent Factor _____ % ☐ Handicapped Fire Code Compliance (3%) $ _____
☐ Small size project ☐ No. of toilet rm/ additions $ _____
☐ Other/ security ☐ No. of additional entries $ _____

7. New Construction only
Priority order of this application in relation to other new construction applications submitted by the district at the same time
_____

8. Prior approval under the Leased Purchase Program
New construction 2a) _____
Modernization 7) _____

9. New Construction only
Alternative leased site identified and application pursuant to Section 1859.77 $ _____

BEST COPY AVAILABLE

Fund Release Authorization, SAB 50-05

STATE OF CALIFORNIA
FUND RELEASE AUTHORIZATION
SCHOOL FACILITY PROGRAM
SAB 50-05 (Rev. 6/99)

STATE ALLOCATION BOARD
OFFICE OF PUBLIC SCHOOL CONSTRUCTION

SCHOOL DISTRICT | APPLICATION NUMBER
SCHOOL NAME | FIVE DIGIT DISTRICT/CDE NUMBER and ATTENDANCE AREA (if applicable)
COUNTY | HIGH SCHOOL ATTENDANCE AREA (if applicable)

GENERAL INSTRUCTIONS *(Refer to Title 2, California Code of Regulations Sections 1859.90 and 1859.91)*

After a School Facility Program (SFP) grant has been approved and funded by the Board, the Office of Public School Construction (OPSC) will release the apportioned funds to the appropriate county treasury once the district has completed and submitted this form to the OPSC.

Check the appropriate boxes in Part I, for release of a separate site and or design apportionment provided pursuant to Regulation Section 1859.81.1.

Check the boxes in Part II for release of new construction or modernization grant funds.

Check the boxes in Part III if the district is requesting a separate release of site acquisition funds as part of a new construction project.

Check the appropriate boxes in Part IV that identify the district funding sources that have or will be used for the district's share of the project.

Part I - Separate site and or design apportionment

☐ Release of design funds

☐ Release site acquisition funds. The district certifies it has entered escrow for the site (attach copy of escrow instructions)

Part II - New Construction/Modernization (District must be able to check both boxes.)

☐ The district certifies that its matching share has either:
- been deposited in the County School Facility Fund
- has already been expended by the district for the project
- will be expended by the district prior to the Notice of Completion for the project

☐ The district certifies it has entered into a binding construction bid at least 90% of the construction cost of the buildings on the plans.

The amount of State funds released for new construction shall be 100% of the total SFP adjusted grant, less any site acquisition or design funds previously released pursuant to Parts I and III.

The amount of State funds released for modernization shall be 100% of the SFP adjusted grant less design funds released on Part I.

Part III - New Construction Site Acquisition only (District must be able to check both boxes.)

☐ The district certifies it has entered escrow for the site (attach copy of escrow instructions)
☐ The district certifies that its matching share has either:
- been deposited in the County School Facility Fund
- has already been expended by the district for the project
- will be expended by the district prior to the Notice of Completion for the project

The amount of State funds released shall be equal to the additional grant provided for site acquisition less any site acquisition funds previously released pursuant to Part I.

Part IV - Identify District Funding Sources

☐ Available bond funds such as general obligation or Mello-Roos
☐ Available developer fees, proceeds from the sale of surplus properties or federal grants
☐ Other funds available (identify) _____
☐ Funds already expended by the district for the project
☐ Future revenue sources to be used for the project (identify) _____

I certify, as the District Representative, that the information reported on this Form is true and correct and that

- *The site where buildings will be constructed and complies with Education Code Sections 17212, 17212.5 and 17213, and*
- *the grant amount provided by the State, combining with local matching funds, are sufficient to complete the school construction project, unless the request is for a separate site and or design apportionment, and*
- *this Form is an electronic version of the form provided by the Office of Public School Construction (OPSC). In the event a conflict should exist, then the language in the OPSC Form will prevail.*

SIGNATURE OF DISTRICT REPRESENTATIVE | DATE

BEST COPY AVAILABLE

Expenditure Report, SAB 50-06

STATE OF CALIFORNIA
EXPENDITURE REPORT
SCHOOL FACILITY PROGRAM
SAB 50-06 (Rev. 6/99)

STATE ALLOCATION BOARD
OFFICE OF PUBLIC SCHOOL CONSTRUCTION

1. SCHOOL DISTRICT	APPLICATION NUMBER
2. MAILING ADDRESS	REPORT NUMBER
CITY	FORM CODING

3. PREPARER'S NAME (TYPED)	PREPARER'S TITLE (TYPED)	TELEPHONE NUMBER AND E-MAIL ADDRESS
4. DISTRICT REPRESENTATIVE'S NAME (TYPED)	DISTRICT REPRESENTATIVE'S TITLE (TYPED)	TELEPHONE NUMBER AND E-MAIL ADDRESS

INSTRUCTIONS: Refer to SAB 50-01, Part 1, Section 1 and Part 2 of Regulations Sections 1859.100 through 1859.105.

1. Enter the information pertinent to the project component at the time of the report.
2. Enter the date construction actually began, as stated in the district's notice to proceed to the contractor.
3. Enter the date construction was completed as stated in the notice of completion or the last inspection.
4. If this is the first report submitted, enter "0" in the column. If there are prior reports, the amount reported in the column is the amount reported in column 6 of the previous report.
5. Enter the transaction amounts during the current period.
6. Enter the sum of the corresponding line items in columns 4 and 5.
7. Enter the amount of special funds contributed towards the project.
8. Enter the amount of state aid the district received based on the project.
9. Enter the amount of interest accrued on state and district funds.
10. Enter the total amount spent from cols. and identify on a. Provide a detailed listing of each expenditure by warrant. The date of the warrant, payee, warrant number, and description/purpose of the expenditure (only one item per line) are the purposes for which funds are used. Contact the Office of Public School Construction for an EXCEL worksheet which may be used to assist the district in providing these expenditures. The OPSC web site @ www.opsc.dgs.ca.gov
11. Enter the state funds remaining after all project costs are paid (sum of lines 7, 8 and 9 and subtract line 10).
12. If applicable, enter the district's SFP fiscal hardship project #. If all savings from the project will be used

Mail to:	1. PERCENT OF PROJECT COMPLETED	2. NOTICE TO PROCEED DATE	3. NOTICE OF COMPLETION DATE

	4. PREVIOUS REPORT	5. REPORT PERIOD	6. TOTAL TO DATE
1. DISTRICT FUNDS			$0.00
2. STATE FUNDS			$0.00
3. APPORTIONED FUNDS			$0.00
4. PROJECT EXPENDITURES			$0.00
5. TOTAL BALANCE			

Department of General Services
Office of Public School Construction
Attn: Audit Team
1130 K Street, Suite 400
Sacramento, CA 95814

9. If applicable, list the school facility program hardship project no. and the amount of the savings that will be used.

PROJECT NUMBER _____ PROJECT NUMBER _____

I certify, as the District Representative, that the information reported on this form is true and correct and that:

- I am responsible for establishing and maintaining, in the customary course of the district, and
- expert records of certain, except the [illegible] of California, for reporting information are true and correct, and that the [illegible] expenditures are not ineligible as to the construction of this project, and
- the [illegible] are made available for inspection at the time pursuant to Office of Public School Construction. In the event a conflict should exist, then the [illegible] in the OPSC [illegible] shall govern.

10. NAME OF DISTRICT REPRESENTATIVE	DATE

BEST COPY AVAILABLE

APPENDIX 4
SERVICES MATRIX

The Services Matrix attempts to accomplish four principle objectives:

- Identify those tasks in a typical school construction or renovation project which must be performed by specific team members.
- Identify the tasks which cannot be preformed by certain team members.
- Identify tasks which may be assigned to any of several team members at the Owner's discretion.
- Provide the Owner with a tool for use in making decisions about task assignments and preparing contracts for services.

The Services Matrix addresses a project which has a construction manager as one team member. In projects where this is not the case, the tasks assigned to the construction manager could typically be performed by either the architect, Inspector of Record, or Owner.

MATRIX KEY	
Party cannot be responsible.	
Party is typically responsible.	●
Party may be assigned responsibility (owner's choice).	◗
Party must be responsible, task not assignable to others.	**X**

BEST COPY AVAILABLE

Source: Joint Committee on School Facilities

TASK	RESPONSIBLE PARTY					
PRE-DESIGN PHASE PROVIDE THE FOLLOWING:	OWNER	ARCHITECT/ ENGINEER	CM/ MULTI-PRIME	INSPECTOR OF RECORD	DIVISION OF THE STATE ARCHITECT	CONTRACTOR
Design professional selection	●		◗			
Master project schedule (concept thru occupancy) & schedule monitoring.	●	◗	◗			
Complete district specifications & standards	●	◗	◗			
Existing record drawings	●	◗	◗			
Site surveys	●	◗	◗			
Soils investigation	●	◗	◗			
Hazard materials data, EIR's, etc.	●	◗	◗			
Appraisals	●	◗	◗			
Detailed written program	●	◗	◗			
Base sheets for "As builts" (existing buildings only)	◗	●	◗			
Site investigations to gather data on exiting conditions	◗	●	◗			
Data collection/meetings with maintenance & operations staff	◗	●	◗			
Data collection/meetings with facilities staff	◗	●	◗			
Data collection/meetings with design committee	◗	●	◗			
Priorities for any additional funding	●	◗	◗			
Project budgets/cost analysis	●	◗	◗			
Preparation of OPSC applications	●	◗	◗			
Investigation of DSA requirements/status	◗	●	◗			
Investigation of SFM requirements/status	◗	●	◗			
Investigation of California Dept. of Education requirements	◗	●	◗			
Investigation of applicable requirements of local agencies having jurisdiction (ie: Health, Fire, Public Works, Utilities, etc.)	◗	●	◗			
Develop Information Management Plan	●	◗	◗			
Develop Cost Management Plan	●	◗	◗			

BEST COPY AVAILABLE

TASK	RESPONSIBLE PARTY					
DESIGN PHASE Provide the following:	Owner	Architect/ Engineer	CM/ Multi-Prime	Inspector of Record	Division of the State Architect	Contractor
Schematic Design Drawings		X				
Design Development Drawings		X				
Cost Estimating & Budget Tracking	◗	◗	●			
Value Engineering	◗	◗	●			
Preparation of Construction Document production schedule	◗	●	◗			
Master Project Schedule monitoring/reporting	◗	◗	●			
Preparation of final Construction Documents (drawings & technical specifications)		X				
Preparation of "boiler plate" Specifications (invitation to Bid, Proposals, General Condition,s Supplemental Special Conditions)	◗	●	◗			
Preparation of Alternate (Cost adjustments)		X				
Quality Control & coordination of Construction Documents		X				
Preparation of OPSC application documents	●	◗	◗			
DSA Plan Review submittals & approvals		X				
Local Agency Plan Review submittal & approvals		X				
Independent Coordination & Constructibility Plan Review	◗	◗	●	◗		
Maintenance & Operations staff Plan Review	X					
Facilities staff Plan Review	X					
Design committee Plan Review	X					
Packaging of Documents for bidding			X			
OPSC Plan Review submittals & approvals	◗	●	◗	◗		
California Dept. of Education Plan Review submittals & approvals	◗	●	◗	◗		
Coordinate results of various reviews, resolve conflicting comments		X				
Verify that all plan review issues are resolved		X				
Cash Flow projection reports	◗	◗	●			
Tracking OPSC funding status	●	◗	◗			
Construction Market Study	◗	◗	●			
Develop Contractor Work Scopes (multi-prime only)			X			
Prepare Cost Estimates by Work Scope (multi-prime only)			X			

BEST COPY AVAILABLE

TASK	RESPONSIBLE PARTY					
BID & AWARD PHASE PROVIDE THE FOLLOWING:	OWNER	ARCHITECT/ ENGINEER	CM/ MULTI-PRIME	INSPECTOR OF RECORD	DIVISION OF THE STATE ARCHITECT	CONTRACTOR
Reproduction & distribution of Bid Documents	◗	●	◗			
Advertising & Legal notices	●	◗	◗			
Contractor marketing/bidder's interest campaign		◗	●			
Contractor pre-qualification	●	◗	◗			
Pre-bid meeting (Single Contract)		●	◗			
Pre-bid meeting (Multi-Prime CM Contract)		◗	●			
Answer Bidder's questions/interpret bid documents		X				
Addenda		X				
Bid opening	●	◗	◗			
Recommendation for award to Owner		●	◗			
Preparation of OPSC post-bid documents	◗	●				
Draft & issue contracts	●	◗	◗			
Review Contractor insurance & bonds	●	◗	◗			
Issue Notice to Proceed	●	◗	◗			
Prepare reports to District Bond Committee	●	◗	◗			
Public Relations activities/presentations	●	◗	◗			

BEST COPY AVAILABLE

TASK	RESPONSIBLE PARTY					
BID & AWARD PHASE PROVIDE THE FOLLOWING:	OWNER	ARCHITECT/ ENGINEER	CM/ MULTI-PRIME	INSPECTOR OF RECORD	DIVISION OF THE STATE ARCHITECT	CONTRACTOR
Pre-construction meeting	◗	◗	●	◗		
Contract Administration & coordination of multiple trade contractors (Multi-prime CM only)			X			
Continuous On-Site Supervision for Owner			X			
Continuous, On-Site Supervision for Contractor						X
Construction Schedule						X
Monitor On-site Safety Program			●			◗
Off-site construction permit acquisition						X
Evaluations & approval of substitution requests		X				
Cash Flow projection reports		◗	●			
Submittal/Shop Drawing Schedule		◗	●			◗
Review & approval of Submittals/Shop Drawings		X				
Answering Requests for Information (RFI's)		X				
Tracking of (RFI's)		◗	●	◗		◗
Evaluation of Change Order requests - costs and/or time extensions	◗	◗	●	◗		
Approval of Change Orders		X				
Tracking of status of all Change Order requests		◗	●	◗		
Review/Observation of overall Quality of Construction work		●	◗	◗	◗	
Review/Observation of Technical aspects of compliance with construction documents		●		◗	◗	
Review and Approve Contractor's solutions/recommendations for correction of observed Non-conforming work		●		◗	◗	
Review of Contractors Schedule of Values and Pay requests	◗	◗	●	◗		
Approval of progress payment requests	◗	●		◗		
Site/staff interface & coordination (@ existing facilities)	◗	◗	●	◗		◗

BEST COPY AVAILABLE

TASK	RESPONSIBLE PARTY					
BID & AWARD PHASE PROVIDE THE FOLLOWING:	OWNER	ARCHITECT/ ENGINEER	CM/ MULTI-PRIME	INSPECTOR OF RECORD	DIVISION OF THE STATE ARCHITECT	CONTRACTOR
Coordinate Interim Housing (@ existing facilities)	◗	◗	●	◗		◗
Hazardous material inspection (@ existing facilities)	X					
Means, methods & materials of construction						X
Construction progress/site meetings	◗	◗	●	◗		◗
Coordination of technical inspections & testing				●	◗	◗
DSA required progress reports	◗	●		◗		◗
Coordination with DSA & SFM inspectors				●	◗	
Resolution of Owner/Contractor disputes	●	◗	◗	◗		
Scheduling of start-up, testing adjusting & balancing of equipment			●	◗		
Cleanup						X
Preparation of Punchlist	◗	●	◗	◗		
Punchiest work completion						X
Punchlist of completed work	◗	●	◗	◗	◗	
DSA close out documents	◗	●	◗	◗	◗	◗
OPSC close out documents	●	◗	◗			
Documentation of "as built" changes to drawings		◗	◗	●		◗
Preparation on final "as built" drawings		◗	◗	◗		●
Occupancy/Fire Marshal	◗	◗	◗	●		◗
Warranty, operation & maintenance certificates, documentation & materials	◗	●	◗			
Schedule training sessions for District Maintenance staff	◗	◗	●			
Warranty inspection & report (prior to 12 month expiration)	●	◗	◗			

BEST COPY AVAILABLE

APPENDIX 5
SUMMARY OF BOND ALLOCATIONS AND DEFERRED MAINTENANCE ALLOCATIONS

The programs, funding, and approvals over the period since 1988 are shown in the following chart:

Summary of Bonds Allocations & Deferred Maintenance Allocations

	06/88	11/88	06/90	11/90	06/92	11/92	03/96	11/98	Grand Total
Growth/New Construction	$585,000,000	$682,000,000	$630,000,000	$631,000,000	$1,403,000,000	$678,000,000	$1,127,800,000	$2,900,000,000	$8,636,800,000
Modernization	136,000,000	93,000,000	123,000,000	105,000,000	446,000,000	192,000,000	705,000,000	2,100,000,000	3,900,000,000
Hardship								1,000,000,000	1,000,000,000
Class-size Reduction								700,000,000	700,000,000
Ed-Tech Counties							45,000,000		45,000,000
Air-Conditioning	26,000,000		33,000,000	44,000,000	49,000,000	12,000,000	26,800,000		190,800,000
State Relocatables	53,000,000		14,000,000	20,000,000			28,000,000		115,000,000
Asbestos		25,000,000			2,000,000	7,000,000			34,000,000
Northridge Earthquake						11,000,000	13,400,000		24,400,000
60/40							40,000,000		40,000,000
Roofs							30,000,000		30,000,000
Joint Use							25,000,000		25,000,000
Child Care							5,000,000		5,000,000
Contingency Reserve							19,000,000		19,000,000
Total Bond Funds	$800,000,000	$800,000,000	$800,000,000	$800,000,000	$1,900,000,000	$900,000,000	$2,065,000,000	$6,700,000,000	$14,765,000,000

Deferred Maintenance	89-90	90-91	91-92	92-93	93-94	94-95	95-96	96-97	97-98	98-99	TOTAL
Excess Repayments	54,000,000	49,900,000	46,500,000	53,600,000	47,500,000	44,600,000	40,500,000	40,700,000	35,000	29,300,000	406,635,000
Other Legislation	23,000,000	23,000,000	22,400,000			24,700,000	50,000,000		100,000,000	137,600,000	380,700,000
TOTAL	$77,000,000	$72,900,000	$68,900,000	$53,600,000	$47,500,000	$69,300,000	$90,500,000	$40,700,000	$1,000,035,000	$166,900,000	$787,335,000

BEST COPY AVAILABLE